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PITT COMMUNITY COLLEGE

GENERAL CATALOG 1992-93



LEARNING RESOURCES CENTER
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PITT COMMUNITY COLLEGE

Greenville, North Carolina

Pitt Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Certificates

CATALOG OF COURSES DAY AND EVENING PROGRAMS

Volume XVIII 1992-93

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LEARNING RESOURCES CENTER Pitt Community College P. O. Drawer 7007 Greenville, NC 27835-7007

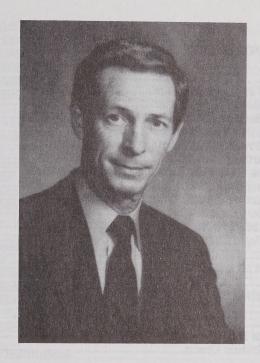


Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs. The information provided is up-to-date as of May 1, 1992. For information about changes after this date, contact the Office of Information Management Services or the appropriate division director.

The provisions of the catalog are not to be regarded as an irrevocable contract between students and Pitt Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered in this publication may secure additional information from the Office of the Dean of Students, Pitt Community College, P. O. Drawer 7007, Greenville, North Carolina 27835-7007; telephone (919) 355-4211.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, sex, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity/affirmative action institution.



PRESIDENT'S MESSAGE

Welcome to Pitt Community College. We are delighted that you are interested in our College and look forward to serving you. Our wide range of programs, courses, and support services will assist you in achieving success in your chosen career.

The success of our graduates has been a guide for the continued growth of our College. The need for a better educated workforce has increased in Pitt County, and Pitt Community College has continuously assisted by offering courses and curricula necessary to meet the demands of local and regional employers. Whether you wish to complete high school, earn a college degree, improve your job skills, or learn one of the many skills taught in our adult and continuing education programs, I am confident that you will find a service or program to meet your needs at Pitt Community College.

This catalog provides you with a detailed description of the College's requirements, procedures, and offerings. What it cannot convey, however, is the satisfaction that comes from attending Pitt Community College. Here the staff and faculty have a genuine concern for the welfare and future success of its students. The opportunity is here for you. I urge you to take full advantage of the College's total resources in the development of your skills in your chosen field.

Dr. Charles E. Russell, President

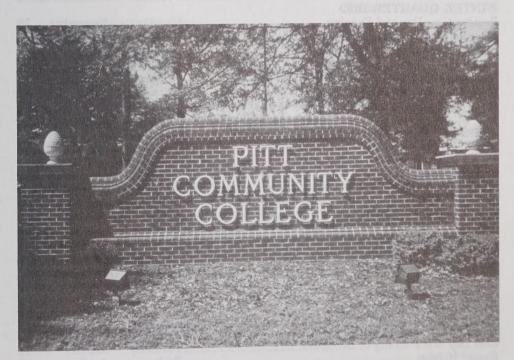
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PITT COMMUNITY COLLEGE Academic Calendar - 1992-93

EATT OHADTED 1009			
FALL QUARTER 1992 Registration: Day and Evening	Wednesday	September	2
Day and Evening Classes Begin	Thursday	September	3
Last Evening to Drop/Add	Thursday	September	3
Last Day to Drop/Add	Friday	September	4
Labor Day Holiday	Monday	September	7
Preadvisement for Current Students in Major	Monday	October	19
Preadvisement for Current Students in Major	- Friday	October	23
Description for Winter Overton	- Fillday	October	20
Preregistration for Winter Quarter: Day Classes	Thursday	October	29
Day Classes	& Friday	October	30
Preregistration for Winter Quarter:	& Filday	October	00
	Thursday	October	29
		October	30
Preregistration Drop/Add	Mondon	November	2
		November	2
Last Day to Remove Incompletes		November	17
Last Day of Classes		November	19
Last Evening of Classes	Thursday		18
Exam Period (Day Classes)		November	
	- Friday	November	20
WINTER QUARTER 1992			
Registration: Day and Evening	Mondon	November	30
Day and Evening Classes Begin		December	1
Last Day and Evening to Drop/Add		December	2
First Day of Christmas Holidays		December	21
Classes Begin After Christmas Holidays		January	4
Martin Luther King Holiday		January	18
Preadvisement for Current Students in Major		January	25
December of the Control of the Contr	- Friday	January	29
Preregistration for Spring Quarter	m11	T3.1	
Day Classes	Thursday	February	4
Drawa sistemation for Coming Occupant	& Friday	February	5
Preregistration for Spring Quarter:	m 1	T3 1	
Evening Classes Preregistration Drop/Add	Thursday	February	4
Teregistration Drop/Add	Friday	February	5
Last Day to Officially Withdraw	Tuesday	February	9
Last Day to Remove Incompletes	Tuesday	February	9
Last Day of Classes	Friday	February	26
Last Evening of Classes	Wednesday	March	3
Exam Period (Day Classes)		March	1
	- Wednesday	March	3
SPRING QUARTER 1993			
Registration: Day and Evening	Tuordov	March	9
Day and Evening Classes Begin	Wodnogdo	March	10
Last Day and Evening to Drop/Add.	Thursday	March	11
Easter Holiday	Frider	April	9
Preadvisement for Current Students in Major	Mondon		
read recommend for our rent brudents in Major		April	19
	- Friday	April	23

SPRING QUARTER 1993 (Cont'd.) Preregistration for Summer Quarter:			
	Thursday	April	29
Preregistration for Summer Quarter:	& Friday	April	30
Evening Classes	Thursday	April	29
Preregistration Drop/Add	Friday	April	30
Last Day to Officially Withdraw Last Day to Remove Incompletes	Tuesday	May May	4
Last Day of Classes	Monday	May	24
Last Evening of Classes	Thursday	May	27
Exam Period (Day Classes)		May	25
Graduation	- Thursday	May	27
Graduation	riday	May	28
SUMMER QUARTER 1993			
Registration Summer Quarter:	*** 1		
Day and Evening	Wednesday	June June	2
Last Evening to Drop/Add		June	3
Last Day to Drop/Add	Friday	June	4
Summer Break		July	5
Preadvisement for Current Students in Major	- Friday Monday	July July	9 19
	- Friday	July	23
Preregistration for Fall Quarter:	•		
	Wednesday	July	28
	- Friday	July	30
Preregistration for Fall Quarter: Evening Classes	Wednesday	July	28
	& Thursday	July	29
Preregistration Drop/Add	Friday	July	30
Last Day to Officially Withdraw Last Day to Remove Incompletes	Tuesday	August August	3
Last Day to Kemove Incompletes Last Day of Classes	Monday	August	16
Last Evening of Classes	Thursday	August	19
Exam Period (Day Classes)	Tuesday	August	17
	- Thursday Friday	August August	19 20
Graduation	Filday	August	20
TENTATIVE			
FALL QUARTER 1993		~	
Registration: Day and Evening	Wednesday	September	1

ORGANIZATION

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Camaria V. France	Secretary, Assistant to the Executive Vice
Sammle K. Eure	President

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Laura Lynne Garris	Secretary, Coordinator of Evening Programs Secretary, Directors of Information
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	RelationsDirector of Cooperative Education/
Lynda B. Wilms, M.A Elaine W. Woodman	Program ReviewDirector of Institutional EffectivenessSecretary, Director of Cooperative Education
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OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES

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Jenny B. Edwards, A.A.S	
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Bethany Lane, A.A.S	
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William D. Lewis, M.A.	
Debra P. McGowan, M.A	
Susan A. McRorie, A.A.S	Craphia Arta Clark
Alberta M. Moye	
211001 04 111. 1110y 0	Administrative Services
Jewel L. Smith, A.A.S	
Paul L. Suggs, Apprenticeship	Graphic Arts Technician
Linda V. Teel	Clerk College Store
Alton Wadford, A.A.S	

Maintenance Department

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		Buildings and Grounds
Robert E. Beddard	• • • • • • • • • • • • • • • • • • • •	HVAC Technician

James E. Best	Night Housekeeping
Keith W. Bielby	Maintanana
Sarah A. Blount	Night Housekeeping
Donald R. Bridgers	Night Housekeeping
Willie Brown	Day Housekeeping
Owen Burney, HVAC Diploma	Carnonton Plumbon Tachnician
John Bynum	Maintenance Worker
David L. Carmon	Night Hangleoning
	Secretary
Albert L. Crandell	
Walter Ashley Dail, HVAC Diploma	
Floyd L. Haddock	Maintenance Worker
Aron Harper	Night Housekeeping
Ida King	Night Housekeeping
Johnny L. Moye	
Major L. Ormond	
Owen Q. Owens	
Evelyn J. Parker	
Rayfield Payton	Night Housekeeping
Horace D. Stewart	

LEARNING RESOURCES CENTER

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Lisa C. Driver, M.L.S	Director of Library Services/
7r 7r 0 11 4 4 0	
Mary K. Godley, A.A.S	Library Services
TI I C :CC DEA	
John L. Griffin, B.F.A	Production Specialist
Richard W. Harris, M.L.S	
Rita B. Harris, A.A.S	LRC Acquisitionist/Bookkeeper/
Rita B. Harris, A.A.S	Secretary, Dean of Learning Resources
Lottie N. Joyner	
Lottle 14. Soyner	Library Services
Linda C. Leighty, M.A., M.S	Director of Audiovisual and Media
Dilita O. Heighty, 11111, 1110	Production Services/Librarian
James P. Leo	Audiovisual/Computer Equipment
Julios I. 200	Repair Technician
Julie G. Mitchell, M.F.A	LRC Graphics Designer
Iona A Smith RS	Librarian
Teresa A. Wade, A.A.S.	LRC Technical Assistant for
	Additivistal Del vices
Ann N. Whitehurst, M.L.S	Serials Librarian

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	Secretary, Literacy
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Margaret E. Green, B.A	Education

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Annis W. Jackson, M.A.	
Cathy L. Jones, B.S	0 11 1 D 11 TH D 1 1
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David L. Martin, B.S	Coordinator, Industrial Training
Mary C. Outterbridge, B.S	Director, Adult Basic Education
Sidney M. Posey, A.A.S	Coordinator, Individualized Instruction
Jack Robinson, A.A.S	Director, Focused Industrial Training
Evelyn D. Stocks, Diploma	
Alba Ulloa	THE RESERVE TO THE PARTY OF THE
	Instructor, Continuing Education
Joyce D. Williams, A.A.S	
	Instructor, Continuing Education

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Arts and Sciences

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J. Kelly Adams, M.F.A	
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Gregory P. Baldwin, M.A	Commercial Art and Graphic Design
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Ann Bellis, M.A.	
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John R. Buck, M.A	
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Katherine Y. Collins, M.S.H.E	
	and Teacher Assistant
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Micah Harris, M.A.Ed, M.A	English
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Sherry J. Horton, M.S	Mathematics and Physics
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Victor E. James, M.S	Sociology
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Rebecca L. Leach, M.A.	
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Patti L. Mehaffey, A.A.S	Secretary, Arts and Sciences
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Darlene Smith-Worthington, M.A	English
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Charles P. White, Ph.D	Biology
Linwood E. Woodard, M.A	Health and Physical Education

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Hope V. Clark, C.A.S	ManagementMarketing and Retailing
Sandra Crockett, R.R.A., B.S	Medical Record Technology
	Office and Health Information
	Management
	Business Administration
Claudia Goff, License and Teaching Certificate	Cosmetology
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William Sypawka, M.B.Ed	
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Elaine F. Umphlett, M.A	75 . 4.7
Barbara B. Wilson, M.A.Ed	Chairman, Office and Health
	Information Management

Construction Technology Division

Jarvis E. Tripp, Diploma	Division Director, Construction Technology
Guerry Barbee, M.A	Electrical Installation and Maintenance
	and Refrigeration
Lanny Joe Brittain, Certificate	Industrial Maintenance/ Electromechanical
James A. Harris, Diploma	Chairman, Masonry
William M. Hill, B.S.I.S	Chairman, Residential Carpentry
Roy C. Lanier, A.A.S Leonard C. Van Staalduinen, B.E.D.A	Chairman , welding
Jasper C. Wynne, B.S	Chairman, Greenhouse and Grounds

Industrial Technology Division

James E. Fulcher, CMfgE, Diploma	Division Director,
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Beryalai Angar, M.S.E.E	Electronics Engineering Technology
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	Sylvia H. Smith, R.N., B.S.N	

Legal Sciences

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James L. Bullock, J.D., M.B.A	Paralegal
Jimmie Dye, B.A	Criminal Justice

Preschool Laboratory Staff

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Betty M. Newell, A.A.S	Teacher
Toni G. Strayhorn, B.S	Teacher
Ruby L. Taylor	
Patricia A. Wynne, A.A.S	Teacher



GENERAL INFORMATION

HISTORY OF THE COLLEGE

In March, 1961, Pitt Community College was chartered and designated by the State Board of Education as an industrial education center. The College began its operation as Pitt Industrial Education Center during the same year. Dr. Lloyd Spaulding served as the director of the center.

The programs developed and expanded, and in 1964, the school was designated a technical institute by the State Board of Education. The name was changed in July, 1964, to Pitt Technical Institute, and it opened in its new facility, the Vernon E. White Building, in September, 1964, with nine curricula and 96 students.

Dr. William E. Fulford served as the institution's president from 1964-84. During those twenty years the institution experienced many changes and much growth.

In 1970, a second building, the Robert Lee Humber Building, was completed, providing an additional 31,458 square feet to serve the citizens of Pitt County.

In 1975, an addition was made to the White Building, adding a new student lounge with various recreational facilities. This addition also provided facilities for the Business Computer Programming curriculum.

The summer of 1979 brought about two important changes to Pitt Technical Institute. The Kay V. Whichard Building, a 26,000 square foot classroom/shop facility, was completed on campus. Also, the North Carolina General Assembly enacted a bill that changed Pitt Technical Institute to Pitt Community College. The change brought about the addition of the two-year college transfer programs.

Dr. Charles E. Russell was named President of Pitt Community College in 1984.

The Learning Resources Center (LRC), the Clifton W. Everett Building, provides approximately 33,000 square feet of space for library, audiovisual, and media production services and for Individualized Instruction Center services. The facility was completed in the Spring of 1987.

A vocational education classroom and lab/shop building, the A.B. Whitley Building, was opened in February, 1990. The 32,300 square feet facility provides space for the following programs: Diesel Mechanics/Agricultural Servicing, Machinist, Electronic Servicing, Electronic Engineering Technology, Architectural Drafting Technology, and Manufacturing Engineering Technology.

Two additional classroom buildings are being constructed this year.

Today, Pitt Community College offers thirty-one technical programs, eleven vocational programs, six certificate programs, and four college transfer programs.

LOCATION

The College is located on Highway 11, South, between Greenville and Winterville.

PITT COMMUNITY COLLEGE MISSION

PURPOSE

Pitt Community College is a comprehensive public, two-year educational institution serving the citizens of Pitt County and is a member of the North Carolina Community College System. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Our purpose is to provide high quality programs and services at minimum cost. The College strives to enable students to achieve their potential, contribute to the economic development and quality of life of the community, and engage in lifelong learning.

ROLE OF THE COLLEGE

We seek to fulfill our mission by providing opportunities to all adults who seek to further their education by offering the following programs and services:

- 1. Certificate and Diploma Programs provide training in the skilled trades and service occupations.
- 2. Associate Degree Programs provide training in technical, business, health, and human resource fields for students who seek employment in those areas.
- 3. College Transfer Programs provide the first two years of pre-liberal arts, prebusiness and pre-education for students who wish to transfer to four-year institutions or other postsecondary educational programs.
- 4. Continuing Education Programs provide occupational development training to small businesses and industry, community educational services, personal growth courses, and literacy training.
- 5. Learning Resources Center Programs provide library, audiovisual, media production, and other teaching/learning resources and services to support and enrich the total educational programs of the college and to enhance the educational experience for students, faculty, staff, and community residents.
- 6. Student development services provide opportunities for students to set educational objectives that are commensurate with their abilities and desires through quality advising, career exploration, cooperative work experiences and job placement. Support services are provided to enable students to overcome educational, social, financial, cultural diversity, or physical difficulties that might otherwise prevent the attainment of their educational goals.
- 7. All divisions of the college will work closely with other educational systems and businesses to anticipate and prepare programs to respond to changing technology.

VALUES

Pitt Community College believes that the growth and development of our students is the central theme of our collective efforts. Our students can best be served in a college environment that recognizes the contributions and importance of its faculty and staff. We believe that we can best respond to the needs of the community by

engaging in cooperative partnerships and by demonstrating judicious stewardship of public revenues and the public trust. Thus, we adhere to the following principles:

- 1. That relevant and high quality instruction be provided to students by a caring and knowledgeable faculty and staff.
- 2. That faculty and staff be given opportunities to improve their personal and professional capabilities in order to maintain state-of-the-art knowledge and skills to keep pace with rapidly changing technology.
- 3. That programs and services of the college be equally accessible to all, with outreach services being important in reaching the underserved minority and disadvantaged segments of our population.
- 4. That the administration, faculty, and staff demonstrate effective management skills and participate in sound planning and evaluation activities.
- 5. That integrity in the pursuit of truth govern the total environment of the institution.



AREAS OF STUDY AT PITT COMMUNITY COLLEGE

ASSOCIATE IN APPLIED SCIENCE DEGREE (Two-Year Technical Programs)

Accounting
Administrative Office Technology
Architectural Drafting Technology
Automotive Technology

**Banking and Finance
Business Administration

Business Administration

Business Computer Programming Commercial Art and Advertising Design

Criminal Justice: Protective Service Technology

Early Childhood Associate

Electronics Engineering Technology

Human Services Technology

*Imaging Technology

Industrial Construction Technology
**Industrial Maintenance Technology

**Industrial Management Technology

Law Enforcement Technology

Manufacturing Engineering Technology Marketing and Retailing

*Medical Assisting

Medical Office Technology Medical Record Technology

*Medical Sonography

*Nuclear Medicine Technology
*Nursing Education Options

*Occupational Therapy Assistant

Paralegal Technology

**Personnel Management Technology

*Radiation Therapy Technology

*Radiologic Technology

*Respiratory Care Technology

^{*}Satisfactory admissions test results, interview, high school record, and physical examination are some of the requirements for enrollment.

^{**}Evening programs only. Contact a Pitt Community College admissions counselor for details about "day only," "evening only," and "day and evening" programs.

DIPLOMA (One-Year Vocational Programs)

Air Conditioning, Heating, and Refrigeration Cosmetology Diesel Mechanics/Agricultural Servicing Electrical Installation and Maintenance Electronic Servicing (Two-Year Option) Industrial Maintenance: Electromechanical Machinist (Two-Year Option) Masonry Residential Carpentry Teacher Assistant Welding

CERTIFICATE

Basic Law Enforcement Training
Hospital Ward Secretary (Three-Month Program)
Nursing Assistant (Three-Month Program)
Phlebotomy (Three-Month Program)
Real Estate
Real Estate Appraisal
Surveying (Technical Specialty)

ASSOCIATE IN ARTS DEGREE (Two-Year College Transfer Programs)

Pre-Business Administration Pre-Education (Elementary) Pre-Education (Secondary) Pre-Liberal Arts

NON-DEGREE CURRICULUM CREDIT

Students may enroll in available courses from different curricula for possible transfer or self-improvement.

ADMISSIONS

Pitt Community College operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All technical institutes and community colleges maintain an open-door admissions policy for all applicants who are high school graduates or high school leavers 18 years of age or older. The College has the right to selectively place these applicants.

General Admissions

The basic requirements for curricular programs (Health Sciences Admissions excepted) are as follows:

- 1. The College requires high school graduation or the high school equivalency diploma for all technical, college transfer, and certificate programs. For vocational programs, the College requires students to have at least eight units of high school work. An official high school transcript is required.
- 2. Each applicant must submit a completed Application for Admission.
- 3. All students take placement tests with the exception of those transfer students who have successfully completed appropriate units in mathematics and English.
- 4. Applicants for Electronics Engineering Technology and Architectural Drafting Technology should have completed one unit of algebra and one unit of geometry.
- 5. Each applicant should make an appointment with an admissions counselor for a personal interview prior to enrollment in the College. The counseling session is designed to acquaint the student with the College and to help the student make a wise choice in program selection.

Health Sciences Admissions

Health Sciences programs have additional admissions requirements including a pre-admission test. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the health sciences programs may be obtained from the health sciences admissions counselor.

The health sciences admissions committee will review each completed application and consider criteria including the following: admissions test scores; past academic achievement; references; and other factors deemed appropriate by the committee.

Application and completion of requirements for admission in Fall Quarter to the health sciences programs should be completed as early as possible. The selection process begins in February.

Immunizations may be required of health sciences students.

The Pitt Community College health sciences programs are as follows:

Hospital Ward Secretary
Imaging Technology
Medical Assisting
Medical Diagnostic Sonography
Medical Record Technology
Nuclear Medicine Technology
Nursing Assistant

Nursing Education Options Occupational Therapy Assistant Phlebotomy Radiation Therapy Radiologic Technology Respiratory Care Technology

Transfer Admissions

Pitt Community College will accept students from other post- secondary institutions provided applicants

1. Submit formal applications, and

2. Have official high school transcript and official transcripts from each postsecondary institution attended mailed to the Office of the Registrar.

The dean of students may refuse admission to transfer students not in good standing at previously attended post-secondary institutions.

Readmission of Curricular Students

Students re-entering after one or more quarters out of school, with the exception of summer quarter, will follow normal admission procedures. Students out of school as a result of disciplinary action must appear before the dean of students and petition for readmission to the College.

Provisional Admissions

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first quarter of attendance, including mailing of official transcripts (high school and post-secondary) directly to the Office of the Registrar.

Students not completing admission requirements by the end of the quarter will be reclassified as Non-Degree Credit. This will preclude their receiving financial aid and/or Veterans Administration (VA) benefits.

High School Admissions (Dual Enrollment)

The College admits selected high school students to appropriate courses as space permits under the following conditions:

1. The student is 16 years or older,

2. The student must be recommended by the high school counselor and have prior written approval from the high school principal and the designated representative for the local board of education, and

3. The student is taking at least three courses at the high school and is making appropriate progress toward graduation as determined by the school principal, and

4. The registrar of the College approves the enrollment of the student.

High school students are exempted from the payment of tuition and activity fee.

International Student Admissions

Pitt Community College has been approved by the U.S. Immigration and Naturalization Service to enroll international students from three categories: permanent residents with the Alien Registration ("green card"), refugees, or student visa holders ("F-1 Student Visa). International students present in the United States on a student visa ("F-1") are considered non-residents for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify international students for the status of legal residence or domicile. For further information concerning international students' admissions, contact the Office of the Dean of Students.



TUITION, FEES AND OTHER EXPENSES

Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. Tuition is set by the North Carolina State Board of Community Colleges and is subject to change without notice. Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. Any student who does not pay fees will have his/her schedule purged from all classes. Students may not attend class until tuition is paid.

Tuition Please Note: Tuition is set by the North Carolina General Assembly and is subject to change without notice.

Full-time Tuition

All North Carolina residents enrolled for fourteen (14) or more curricular credit hours are charged a maximum tuition of \$185.50 per quarter.

Part-time Tuition

The tuition charge for North Carolina resident curricular students is \$13.25 times the number of credit hours for which the student is enrolled. Example: 9 credit hours x \$13.25 equals \$119.25.

Senior Citizens

North Carolina residents 65 years of age or older shall be exempted from the payment of curricular tuition and extension registration fees.

Audit Students

Audit students must pay the same tuition rates as other students.

Out-of-State Students

The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition for non-residents is \$1,505.00 per quarter for full-time enrollment. For part-time students, the fee is \$107.50 per credit hour.

Residence Classification for Tuition Purposes

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. Copies of the applicable law and the State Residency Manual are available for inspection in the Office of the Dean of Students and also in the Learning Resources Center, where they may be examined upon request.

Fees and Other Expenses

Student Activity Fee (Day Students Only)

The student activity fee for each full-time student (12 credit hours or more) is \$6.00 per quarter. Those students registered for nine through eleven credit hours are charged \$4.00 per quarter. Students registered for six through eight credit hours are

charged \$2.00 per quarter and students registered for less than six credit hours are charged \$1.00 per quarter.

Accident Insurance Fee

Accident insurance, covering hours in school, is required at a cost of \$1.20 per quarter. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect coverage. All accidents must be reported to the dean of students within 24 hours of date of accident.

The premium for accident insurance is subject to change annually.

Professional Liability Insurance

Students enrolled in Health Sciences programs are required to purchase professional liability insurance and encouraged to purchase health insurance prior to clinical practice.

Parking Fee

There is a \$4.00 annual charge for parking permits for day students who enroll in Fall quarter. Charges for students beginning in a later quarter are prorated.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the program of study. These items may be purchased from the College Store. The College Store hours are Monday-Thursday, 8:15 a.m. — 8:00 p.m. and Friday, 8:15 a.m. — 2:30 p.m. The College Store is closed the day and evening of registration.

Lab Fees for Science and Computer Courses

Lab fees are charged for classes which require special equipment or supplies. These fees are indicated in course listings in the catalog. See course descriptions for actual fee per course.

REFUND POLICY

The College will refund tuition if the student is, in the judgment of the dean of students, compelled to withdraw from school for unavoidable reasons. In such cases, two-thirds of the student's tuition can be refunded if the student withdraws within ten calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuitions of \$5.00 or less, unless a course or curriculum fails to materialize due to no fault of the student.

Activity and insurance fees are nonrefundable.

Students desiring a tuition refund are asked to follow the steps listed below:

- 1. Contact a counselor for approval to officially withdraw from classes (see Official Withdrawal) and obtain the appropriate withdrawal form,
- 2. Complete the withdrawal form,

- 3. Submit the completed withdrawal form to the Office of the Registrar, and
- 4. Complete the application for refund, if applicable.

Students prepaying may receive a full refund of tuition and fees if the official withdrawal is completed by 3:00 p.m. of the day before registration of the quarter involved.

If a student preregisters using Title IV Financial Aid funds and/or scholarships funds, and (1) fails to maintain measurable satisfactory academic progress resulting in the termination of financial aid, or (2) fails to begin classes during the first week of the quarter resulting in the termination of financial aid, then the College will credit the amount of tuition and fees to the specific Title IV program or scholarship from which the funds were originally allocated.



ACADEMIC REGULATIONS

REGISTRATION

The College year consists of four quarters. Students who are pursuing a course of study must preregister or register at the beginning of each quarter as they progress toward their educational objectives. Returning students must make satisfactory settlement with the College for all indebtedness prior to registration. All students will register during the prescribed registration period for that quarter (refer to College Calendar).

Preregistration and Prepayment

Preregistration and prepayment are held approximately the eighth week of each quarter at a time when students and advisors can review students' academic progress and plan courses for the coming quarter.

This opportunity is an important part of each student's program. Students and their advisors have an opportunity to discuss academic problems on an individual basis and keep abreast of progress.

Those students failing to preregister at the designated time must complete registration on registration day.

Late Registration (Second day of classes through drop/add)

A student may register for class(es) provided

1. The class is not cancelled or closed,

2. The student convinces the advisor and the dean of students that it was impossible or would have involved extreme hardship to register at the appointed time, and

3. The student pays a late registration fee of \$5.00.

Auditing Courses

Students who wish to audit courses must register for such courses on a special audit registration card. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Participation in class discussion and examinations is at the option of the student.

Fees for auditors are the same as for regular students. In the event of limited classroom space, first priority will be given to regular credit students.

AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.

FINANCIAL AID RECIPIENTS WILL NOT RECEIVE PAY FOR AUDITING A COURSE.

REGISTRATION FOR DEVELOPMENTAL COURSES

If students, as a result of placement tests, are found to be deficient in math and English skills, they will be required to take appropriate developmental courses.

Developmental courses do not meet elective or graduation requirements.

DROPPING AND/OR ADDING COURSES

In some instances it is necessary for students to make adjustments in their schedules. To ensure that the student receives proper credit, a drop/add card should be completed and processed through the registration area and registration form validated by the cashier. The College calendar (published in the Student Handbook and the General Catalog) indicates the last day to drop or add courses. This date is subject to change with proper notification.

 $\it NO$ COURSE IS OFFICIALLY DROPPED OR ADDED UNTIL THE REQUIRED PROCEDURE IS COMPLETED.

This procedure also applies to classes cancelled by the College.

The procedure is as follows:

1. Obtain drop/add card from the Office of the Registrar or advisor,

2. Fill out card completely,

3. Have the advisor sign the card,

4. Process through the registration area, and

5. Have the computer form validated by the cashier.

WITHDRAWAL FROM CLASSES

Official Withdrawal

During the first eight weeks of a quarter, a student may withdraw from courses without penalty. (See College calendar for applicable date each quarter.) NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST THREE (3) WEEKS OF ANY QUARTER. ANY EXCEPTIONS TO THIS POLICY MUST BE AGREED UPON BY BOTH THE DIVISION DIRECTOR AND THE DEAN OF STUDENTS. Official withdrawals do not count as hours attempted.

Students applying for an official withdrawal during the first eight weeks of a quarter must use the following procedure:

1. Obtain a withdrawal card from a counselor,

2. Complete and have instructor and advisor sign card,

- 3. Have card signed by financial aid and/or veteran affairs officer if receiving aid, and
- 4. Submit completed card to the Office of the Registrar.

After the first eight weeks, the student should see his/her curricular division director.

Students who officially withdraw from courses will not receive grades for those courses. Only the course(s) for which they registered and the official withdrawal designation will appear on the transcript. For more information, see the counselors or the Office of the Registrar.

NOTE: The first session for summer quarter (when applicable) is an exception. Please see academic calendar for specific date for withdrawal.

Unofficial Withdrawal

An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal status. This includes students dropped for excessive absences (see Attendance) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of "0" in determining the grade point average (GPA). Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. For more information see the counselors or the Office of the Registrar.

VETERANS NOTE: Any course for which an unofficial withdrawal or an "I" (Incomplete) is received may not be retaken for pay purposes under the Title 38, U.S. Code as amended by Public Law 93-508.

CREDIT BY EXAMINATION

A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination provided the student is currently enrolled in the College.

Application for approval to take the examination must be made through the academic advisor and approved by the department chairman for that course, using the Permit for Credit by Examination form. If approved, the chairman will make arrangements for the student to take an appropriate test administered by a departmental instructor.

Examinations will be scheduled at the discretion of the department chairman. No student may be permitted to take an examination without presenting the properly executed Permit for Credit by Examination to the course instructor.

ALL EXAMINATIONS MUST BE COMPLETED DURING THE FIRST 8 WEEKS OF EACH QUARTER. A STUDENT MAY NOT TAKE AN EXAMINATION FOR CREDIT MORE THAN ONCE FOR ANY ONE COURSE. All grades other than "F" will be recorded on the student's permanent academic record.

Students applying for credit by examination must use the following procedure:

- 1. Contact the advisor and the department chairman for that course to obtain the Permit for Credit by Examination,
- 2. Contact and have the Office of the Registrar sign the permit,
- 3. Pay additional nonrefundable tuition, if applicable, and
- 4. Present permit to instructor who will administer the examination.

The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval of the permit by that

office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

Credit by Examination cannot be included in the 25% residency requirements. (see CREDIT FOR NON-TRADITIONAL LEARNING)

CHALLENGE EXAMINATION

Students enrolled in a course may feel they have become proficient in course subject matter based on work or educational experience. They may, with the instructor's approval, "challenge" the course by taking the challenge examination during the first eight weeks of the quarter. A student may not challenge a course more than once.

 ${\it CHALLENGE~EXAMINATION~DOES~NOT~APPLY~TO~AUDIT~STUDENTS}. \\ (\textit{see~Audit})$

TRANSFER CREDIT

Curricular students are responsible for requesting official transcripts from all previously attended institutions (secondary and post-secondary).

Transcripts for all students enrolled in a curricular program will be evaluated automatically.

Students transferring to Pitt Community College may transfer courses with comparable course content so long as the GPA of all courses being transferred does not fall below a 2.0 EXCEPTION: Students transferring into health science curricula programs may not transfer any health science courses with a grade below "C." Only hours earned are transferable; grades do not transfer.

A maximum of sixty (60) credit hours may be transferred from institutions outside the North Carolina Community College System toward completing an associate degree or diploma program. All transfer students must complete at least 25% of the credit hours required for a degree or diploma at Pitt Community College. Within the 25%, at least twelve (12) quarter hours must be major course work (departmental prefix designation).

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education (CO-OP) program. Academic credit is not allowed for previous work experience outside of the supervision of the College; however, a student may challenge relevant courses by examination. (see Credit by Examination)

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of "Transfer Credit Practices of Designated Educational Institutions," published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or similar publications.

CREDIT FOR NON-TRADITIONAL LEARNING

Pitt Community College will evaluate non-traditional educational records for possible transfer credit. Full documentation must be provided before an evaluation can be made.

A maximum of sixty (60) credit hours may be transferred from institutions outside the North Carolina Community College System toward completing an associate degree or diploma program. All students receiving transfer credit for traditional and/or non-traditional learning must complete at least 25% of the credit hours required for a degree or diploma at Pitt Community College. Within the 25%, at least twelve (12) quarter hours must be major course work (departmental prefix designation). Credit by examination cannot be included in the 25% residency requirements.

Advanced Placement Examinations/CLEP

Students of the College may request transfer credit for subjects tested under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded.

Educational Experiences in the Armed Services

Educational experiences in the armed services may be submitted for transfer credit evaluations. To request an evaluation of military service schools, the student must complete the following steps:

- 1. Complete one copy of the Request for Course Recommendation form for each course submitted for evaluation. This form is available in the Office of the Registrar.
- 2. Attach documentation of successful completion of course. Documentation may include DD Form 295 Application for the Evaluation of Educational Experiences During Military Service, DD Form 214 Armed Forces of the United States Report of Transfer or Discharge, course completion certificates, AARTS (Army/ACE Registry Transcript System) transcripts, or MOS (Military Occupational Specialty) Evaluation Score Reports.
- 3. Submit completed form and appropriate documentation to the Office of the Registrar.

Military educational experiences are evaluated using the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student's current degree or diploma requirements. Only hours earned are awarded.

Experiential Learning

Pitt Community College does not consider experiential learning or life experiences for transfer credit evaluation. However, students who evidence prior proficiency for a course due to previous work or life experiences may apply for credit by examination or challenge examination. (see Credit by Examination and Challenge Examination)

ADVANCED PLACEMENT CREDIT FOR HIGH SCHOOL STUDENTS

Pitt Community College and Pitt County Schools have entered into an articulation agreement to provide advanced placement for selected high school courses. High school graduates who successfully complete one or more of the selected courses and present evidence of the required level of mastery of skills in the course(s) will be granted credit at Pitt Community College for the comparable course in a degree or diploma program.

The following procedure applies to awarding credit for coursework through advanced placement.

- 1. The PCC departmental advisor, through consultation with the student and review of appropriate documentation, will complete the PCC Advanced Placement form to recommend credit for the course. The advisor will submit the form to the department chair responsible for the course.
- 2. The department chair will verify the eligibility of the course for PCC advanced placement. Upon approval, the department chair will submit the form to the Office of the Registrar.
- 3. Upon graduation from high school, if the student enrolls at Pitt Community College within one year, the advanced placement credit will be recorded on the student's permanent academic transcript.

Credit hours will count toward graduation; the advanced placement grade (AP) will not be computed in the grade point average, and quality points will not be recorded.

GRADE POINT AVERAGE (GPA)

The cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours of work attempted.

The major grade point average is calculated on the required courses for the student's current major, including only the highest grade earned on each course. (see Graduation Requirements)

DEAN'S LIST AND HONOR ROLL

All full-time technical, vocational, and college transfer students maintaining a quarterly grade point average between 3.50 and 4.00 will be recognized on the Dean's List. Those maintaining a quarterly grade point average between 3.00 and 3.49 will be recognized on the Honor Roll.

The Dean's List and Honor Roll are prepared by the Office of the Registrar and mailed to all local or area newspapers of the students who qualify for either. The newspaper is selected based upon the student's address of record.

A student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the quarter the "Incomplete" is received.

GRADING SYSTEM

The following grading system is used by Pitt Community College.

Letter	Numerical Equivalent	Quality Points Per
A	93-100	Quarter Hour
В	85-92	3
C	77-84	2
D	70-76	1
\mathbf{F}	Below 70-Failing	0
W	Unofficial Withdrawal	0
*OW	Official Withdrawal	0
*NA	Never Attended	0
*I	Incomplete	0
*AU	Audit	0
*T	Transfer Credit	0
*AP	PCC Advanced Placement	0

^{*}Not included in computing grade point average.

INCOMPLETE

An "Incomplete" is given at the discretion of the instructor when a student demonstrates progress in a course but needs more than one quarter to complete the requirements of the course. To qualify for a grade of "I," a student must be enrolled in a course the last ten days of the quarter. No grades or quality points are awarded because of incomplete work.

The student and instructor (or if unavailable, the department chairman) must fill out a "Requirements to Remove Incomplete" form indicating what the student must do to earn a final grade. This should be signed by both instructor and student with a copy to the student's advisor.

Removal of Incomplete

An "I" must be removed during the next quarter immediately following receipt of the "I." The instructor has two options for requiring the student to remove the "I":

1. Re-enroll in the class, or

2. Complete the work during the first eight weeks of the next quarter immediately following receipt of the "I" (see College Calendar).

At the discretion of the instructor, a student may be granted an extension of time under the following provisions:

1. A student must request the extension from the instructor, and

2. A student may be given an extension not to exceed 12 months from the date the "I" is given.

Extensions must be approved by the department chairman and submitted to the Office of the Registrar prior to the deadline for removal. Requests for extensions must be received within the first eight weeks of the quarter.

If the student fails to take action as and when prescribed, a grade of "F" will be automatically computed in the student's cumulative grade point average. After that date, no change will be made.

NOTE: If a student is required to re-enroll in a class to remove an incomplete and subsequently officially or unofficially withdraws, or never attends, the "I" will automatically be computed as an "F" in the student's GPA.

A student receiving an "I" in a prerequisite course may not proceed to the sequential course without permission of the instructor or, if absent, the department chairman. No student can graduate with an "I" if the course is required in the curriculum for graduation.

ACADEMIC PROGRESS

The policy governing academic progress at Pitt Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. A cumulative grade point average of 2.00 must be earned in the required courses in all curricular programs.

Academic Probation

A student is placed on academic probation when the cumulative grade point average falls below the academic probation level according to the standards of academic progress.

Unsatisfactory Academic Progress

A student who remains on academic probation for the second consecutive quarter is considered making unsatisfactory progress for that quarter.

Satisfactory Academic Progress

A student is considered making satisfactory academic progress until placed on academic probation for the second consecutive quarter; then the student is considered making unsatisfactory academic progress as of the beginning of that quarter. Federal regulations require that a student receiving federal financial aid of any kind be making satisfactory academic progress (see Financial Aid).

Good Academic Standing

A student who is not on academic probation is considered in good academic standing.

Standards of Academic Progress Scale

The following scales establish standards of academic progress to ensure that the student will attain a cumulative grade point average of 2.00 required for graduation. Academic probation is defined as any GPA less than the GPA shown in the column below.

Scale for Diploma and Certificate Programs

Hours Toward Degree	<u>GPA</u>
0-15	1.00
16-30	1.25
31-40	1.75
41-and above	2.00

Scale for Associate Degree Programs

Hours Toward Degree	<u>GPA</u>
0-15	1.00
16-30	1.25
31-45	1.50
46-60	1.75
61-75	1.90
76-and above	2.00

This policy does not apply to students classified as Non-degree (those students not working toward a degree or diploma).

TRANSCRIPTS

Student transcripts are available under the provisions of The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Under this Act, written consent from the student is required before the student records can be released to anyone. Additional information may be obtained from the Office of the Registrar. Pitt Community College requires a written request 24 hours prior to release of a transcript.

The first two transcripts are free; subsequent transcripts are \$1.00 each.

All financial obligations to the College must be cleared before any transcript will be released.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselor's offices and in the Learning Resources Center. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college, please refer to GRADUATION AFTER TERMINATION OF ATTENDANCE

COURSE LOAD

Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours. In addition to 12 credit hours, vocational students must take a minimum of 22 contact hours to be classified full-time. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chairman.

Students who are employed more than 15 hours a week should reduce their class load accordingly. Beginning students who have full-time employment are urged to limit class loads to 9 to 12 credit hours until they have demonstrated ability to carry a heavier schedule.

ATTENDANCE

Regular and punctual class attendance is expected of all students. Students who anticipate absence should contact their instructors prior to the absence, if possible. It is the student's responsibility to make up work missed as soon as possible if the instructor's course guidelines permit.

Instructors will unofficially withdraw or drop students (see Unofficial Withdrawal) for the following reasons:

- * Students will be unofficially withdrawn when their absences from the class begin to affect the quality of their work and their grades as determined by the class instructor.
- * Any day student absent five consecutive class meetings will be dropped.
- * For evening students, any student absent two consecutive class meetings must secure permission from the director of evening programs or the dean of students to continue in the class.
- * Students will not be dropped for excessive absences during the first two weeks of class.

Students who have been unofficially withdrawn and have a valid reason for the absences may be reinstated at the discretion of the instructor. Should the instructor deny reinstatement, the student has recourse to appeal to the dean of students.

Students who are unofficially withdrawn will receive a grade of "W," which is a punitive grade and is calculated in the cumulative Grade Point Average.

CLASS SCHEDULE

Pitt Community College normally offers classes between the hours of 8:00 a.m. and 10:00 p.m. five days per week, except on Friday when all classes end at 6:00 p.m.

Non-credit courses for personal, occupational, and community improvement are offered during both day and evening hours.

With careful planning a person can complete most of the work required for a degree or diploma in certain programs by attending evening classes.

CHANGES IN REGULATIONS

Pitt Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as deemed necessary.

CHANGES IN MAJOR COURSE OF STUDY

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum is initiated with a student counselor, signed by both previous and new advisors, and returned to the Office of the Registrar. No registration schedule should be completed by an advisor until this is done.

Students who plan to graduate should not request a change of curriculum until all required courses have been completed in their current curriculum (although they may take courses outside the current curriculum prior to its completion). This will enable the Office of the Registrar to evaluate all transcripts for credit under the correct catalog of record. Please refer to TRANSFER CREDIT and CATALOG OF RECORD.

STUDENT CLASSIFICATIONS

Freshman	A student who has earned fewer
	than 54 quarter hours of credit

Sophomore	A student who has earned or more
	quarter hours of credit

Full-time Technical or	A student who is registered for
College Transfer Student	twelve or more quarter hours of
	credit

Part-time Student	A student who is registered for less	
	than twelve quarter quarter hours of	
	credit	

Non-degree Curriculum	A full-time or part-time student not
	seeking a degree or diploma

Full-time Vocational Student	A student who is registered for twelve or more credit hours and at
	least 22 contact hours

GRADUATION REQUIREMENTS

Upon recommendation of the faculty and the approval of the board of trustees, appropriate degrees, diplomas, or certificates will be awarded to students successfully completing the requirements of the curricula in which they were enrolled.

All students must

- 1. Complete course requirements as prescribed in the catalog of record of the candidate for graduation (see Catalog of Record),
- 2. Earn a minimum of 2.0 grade point average ("C" average) in the required courses of the curriculum for which they are applying for graduation,
- 3. Clear all financial obligations to the College,

- 4. Complete at least 25% of credit hours required for the degree or diploma at the College, of which 12 quarter hours must be major course work with appropriate departmental prefix designation (see Transfer Policy), and
- 5. Apply for graduation.

Students should meet with their advisors and complete their graduation check-lists during preregistration for the candidates' last quarter of attendance. The advisors will submit a list of potential candidates for graduation to the registrar and to the dean of students. After validation by the registrar, the dean of students will be notified of candidates' eligibility for graduation. Those students determined ineligible will be notified by their advisors.

Students are eligible to graduate with honors if their major GPA is 3.50 the quarter prior to graduation in the curriculum from which they are graduating.

Graduation exercises are held in May and August. Presence at graduation is required except when permission in absentia has been granted by the dean of students. Requests for such permission must be made in writing 30 days prior to graduation.

Students pay for their caps and gowns. The Student Government Association provides degrees, diplomas, and certificates.

GRADUATION AFTER TERMINATION OF ATTENDANCE

All students who wish to receive a degree from Pitt Community College after terminating their attendance with course requirements not met must, in addition to the requirements shown in GRADUATION REQUIREMENTS, receive approval of the courses to be taken at the college they plan to attend. This approval must be in writing from the Office of the Registrar. A maximum of twelve (12) credit hours will be approved to be completed within twelve (12) months of termination of attendance.

CATALOG OF RECORD

Students in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum, or they have the option of choosing the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

REPETITION OF COURSE WORK

With the consent of their advisors, students may repeat courses in which a "D," "F," or "W" grade was earned on the first attempt.

Any course repeated will be recorded and calculated in the cumulative grade point average (GPA). Only the highest grade will be used in calculating the GPA and total quarter hours of credit toward graduation.

When a student receives an "F" in a course not offered during the remainder of the student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the appropriate department chairman.

Non-Degree Curriculum students may be required to obtain approval of the department chairman to repeat a course more than two times. The student may be asked to justify the need for further course repetition.

Veterans should be aware that they cannot receive VA benefits for repeating courses previously passed.

THE FACULTY ADVISOR SYSTEM

The faculty advisor system is designed to make a contribution to the students' educational progress. Students who have declared curricula are assigned a faculty advisor. Students may know their advisors not only as instructors, but also as one from whom they may receive assistance in program planning, scheduling, and registration. The objectives of the faculty advisors are as follows:

- * To have a conference with each new advisee as soon as possible to get acquainted.
- * To be alert to student problems in order to assist the student in both academic and personal matters. (Problems which the advisor feels unqualified to handle should be referred to the counselors' office.)
- * To assist the individual student in planning an academic schedule to meet course prerequisites and curriculum requirements. To assist the student in completing the graduation checklist.
- * To maintain an academic progress file on each advisee. (This file should include grade reports, a graduation checklist, and an information sheet.)
- * To post office hours, showing when available for consultation with students.
- * To serve, upon request of the student, as the student's representative in conferences where decisions affecting status are made.



FINANCIAL AID

The goal of Pitt Community College's financial aid office is to provide assistance to students having financial need. Need is the difference between the cost of education and the amount the student and family can afford to pay, as determined by a standard formula. Need is determined by evaluating the information provided on an aid application. Factors such as income, assets, and benefits are considered in determining the need for aid. All financial awards are determined by the institution's Financial Aid Committee. The financial aid office is open Monday through Friday from 8 a.m. to 5 p.m. and on Tuesday evenings from 5:00 p.m. to 7:00 p.m. for the convenience of evening students.

Financial aid is awarded on an annual basis; therefore, students must submit new financial aid applications each year.

To receive financial aid, students must be enrolled in an eligible curriculum (degree or diploma). Students must maintain satisfactory academic progress according to the standards of the College and not owe a refund on a grant or be in default on an educational loan.

The financial aid office will mail an awards letter explaining the award amounts and dates of disbursement to each student applying for financial aid.

ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

Federal regulations require minimum standards of satisfactory academic progress which students must meet in order to receive Title IV financial aid which includes Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Guaranteed Student Loan, North Carolina Student Incentive Grant, and funds from other federal or state administered programs.

A. Measurable Satisfactory Academic Progress

DIPLOMA AND CERTIFICATE

1. To maintain satisfactory academic progress, students must have earned a cumulative GPA according to the total number of quarter hours attempted as indicated below:

IS	DEGREE PROGRAMS	
GPA	Hours Toward Degree	GPA
1.00	0-15	1.00
1.35	16-30	1.25
1.75	31-45	1.50
2.00	46-60	1.75
	61-75	1.90
	76 and above	2.00
	1.00 1.35	PROGRAMS GPA Hours Toward Degree 1.00 0-15 1.35 16-30 1.75 31-45 2.00 46-60 61-75

ASSOCIATE

2. Students must also meet the requirements of the Measurable Time Frame Chart. For purposes of determining enrollment status, students who at the end of the drop/add period, are enrolled for 12 or more credit hours are considered full-time students. Students enrolled for 9 to 11 credit hours are three-quarter time students, and students enrolled for 6 to 8 credit hours are one-half time students. Students who are enrolled for 5 or less credit hours are not eligible for financial aid; however, the quarter hours are combined for use on the Measurable Time Frame Chart. The Chart includes all hours attempted, including those for which the student did not receive financial aid.

MEASURABLE TIME FRAME CHART

Quarter at PCC Full-time Student 1st 8 (Total) 2nd 8 (16) 3rd 8 (24) 4th 8 (32) 5th 8 (40) 6th 8 (48)	3/4 Time 1/2 Time Student Student 6 (Total) 4 (Total) 6 (12) 4 (8) 6 (18) 4 (12) 6 (24) 4 (16) 6 (30) 4 (20) 6 (36) 4 (24)
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For any quarter after the 6th, contact the Financial Aid Office for the formula used to calculate the number of credit hours a student must pass based on enrollment status.

B. Financial Aid Probation-Unsatisfactory Academic Progress

- 1. Students who fail to meet the requirements in A.1 for any quarter are placed on FINANCIAL AID PROBATION and considered to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in this category may continue to receive financial aid for one additional quarter. If the requirements are NOT met at the end of this quarter, his/her financial aid will be terminated until the requirements are met for reinstatement.
- 2. Failure to meet the requirements in A.2 (Measureable Time Frame Chart) will result in immediate termination of financial aid benefits.
- 3. Financial aid will NOT be disbursed to any student who received a 0.00 GPA for their last quarter of enrollment.
- 4. Students who receive financial aid and withdraw from school for two consecutive quarters will not be allowed to continue receiving financial aid until they have attended one quarter with no financial assistance and made satisfactory academic progress for the quarter. Unusual verifiable circumstances may be appealed to the Financial Aid Committee.

C. Appeal Process

- 1. Students may appeal their suspension/termination of eligibil- ity for financial aid only for "extraordinary circumstances" to the Financial Aid Committee.
- 2. Appeals must be in writing, accompanied by appropriate documentation, and presented to the dean of students for action by the committee which is composed of the dean of students, the director of counseling, and the financial aid officer.

D. Procedures for Reinstatement

- 1. Students who have had their financial aid eligibility terminated may be reinstated in one of the following ways:
 - a. By approval of the Financial Aid Committee, or
 - b. By enrolling in the College without the benefit of financial assistance until the requirements in A.1 and A.2 are met.
- 2. Retroactive payments of financial aid for quarters when students were on probation is prohibited.

E. Incompletes

Students who receive incompletes in courses and who re-enroll in those courses in a subsequent term may include those hours for purposes of determining enrollment status.

F. Non-Credit Courses

Non-credit courses and courses that are being audited may not be included in a student's enrollment status for financial aid purposes.

GRANTS

Pell Grant

Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Students should contact the financial aid office for an application.

Supplemental Educational Opportunity Grant (SEOG)

A Supplemental Educational Opportunity Grant (SEOG) is for undergraduates with exceptional financial need (with priority given to Pell Grant recipients). Schools receive a limited amount of funds for the SEOG program, therefore, when the funds have been awarded, there will be no additional funds for the academic year.

North Carolina Student Incentive Grant

Undergraduate students who are legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing may apply for the North Carolina Student Incentive Grant to help pay for their educational expenses. Students must demonstrate "substantial financial need" as determined by the federal student aid application.

Students may apply for this grant by checking the appropriate blocks on the federal student aid application. The deadline for the grant is March 15 of each year.

LOANS

Stafford Loans

(formerly Guaranteed Student Loans)

Stafford loans are low interest loans made by a lender such as a bank, credit union, or savings and loan association. College Foundation, Inc., located in Raleigh, North Carolina, acts as lender for Pitt Community College students.

The maximum amount that a student can borrow is \$2,625 or the cost of education minus any other financial aid received, whichever is less.

For new borrowers who receive loans for periods of enrollment beginning on or after July 1, 1988, the interest rate is 8 percent for the first four years of repayment and 10 percent thereafter.

For new borrowers who received a loan between July 1, 1987 and June 30, 1988, the interest rate is 8 percent.

For students who are not new borrowers and who currently have a 7, 8, or 9 percent Guaranteed Student Loan, the interest rate(s) for any Stafford loans borrowed in the future will remain 7, 8, or 9 percent.

The interest rate is shown on the promissory note for each loan.

There is an "origination fee" of 5 percent, which will be deducted proportionally from each loan disbursement made. The fee is paid to the Federal Government to help reduce the Government's cost of subsidizing these low interest loans.

Repayment for Stafford loans begins 6 months after graduating, leaving school, or dropping below half-time status. Students must notify the lender in any of these cases.

Before receipt of a Stafford loan, student eligibility for a Pell Grant must be determined. If eligible for the grant, the amount will affect the amount borrowed under the Stafford loan program.

Plus and Supplemental Loans

Plus loans are for parents who want to borrow to help pay for their children's education. Supplemental loans are for student borrowers. Both loans provide additional funds for educational expenses. These loans have variable interest rates, adjusted each year and will be shown on the promissory note. The maximum amount that can be borrowed for each of these loans is \$4,000 per year. The lender may charge an insurance premium of up to 3 percent of the loan principal. This premium must be deducted proportionately from each loan disbursement made to the student. Plus and Supplemental loan borrowers generally must begin repaying both principal and interest within 60 days after the last loan disbursement. There are no grace periods for Plus and Supplemental loans.

Before receiving a Plus or Supplemental loan, student eligibility for a Stafford loan and for a Pell Grant must be determined. If eligible for aid from either or both of these programs, the amount of eligibility may affect the amount borrowed under the Plus and Supplemental loan programs.

Burroughs Wellcome Loan Fund

Pitt Community College administers a loan fund which is supported by the Burroughs Wellcome Company. Eligible students may secure short-term loans at no interest (if paid in full by the due date).

These funds must be used for direct educational expenses which are limited to the costs of tuition, insurance fees, or supplies and books. These loans must be repaid before the end of the quarter in which the student receives the loan. All loans must be secured by a promissory note with the signature of one other person as a surety. This loan is only for students who have no other source of financial assistance. Students should contact the Office of the Dean of Students for an application.

Doris Hall Phelps Memorial Loan Fund

This fund was established in memory of Mrs. Doris Hall Phelps, who for several years was a loyal and dedicated employee of the Learning Resources Center at Pitt Community College.

Eligible students may borrow money to pay tuition only. There will be 5% interest assessed on any money loaned. These loans are for short terms not to exceed two quarters. A cosigner will be required before any of these funds can be loaned. Students should contact the financial aid office for more information.

PCC Emergency Loan Fund

This loan fund was established to provide short-term emergency loans (at no interest if paid in full by the due date) for students who have no other source of financial assistance. These loans must be repaid before the end of the quarter in which the student receives the loan. All loans must be secured by a promissory note with the signature of one other person as a surety. Students should contact the Office of the Dean of Students for more information.

PCC Nursing Loan Fund

A PCC Nursing Loan Fund has been established to assist students with short-term loans in order that they may continue college and thereby achieve their career goals. The amount to be loaned normally will not exceed \$250. All loans must be repaid in full nine months after graduation. Nursing students may obtain a loan application from the Financial Aid Office.

COLLEGE WORK-STUDY

The College Work-Study Program provides jobs for undergraduates and graduates who have a financial need as determined by an approved needs analysis program. Students are paid monthly and will receive federal minimum wage for hours of satisfactory work completed. Work schedules will be set up by the Financial Aid Office and the student's supervisor and will vary according to class schedules. Awards are made on a yearly basis and are subject to the availability of funds.

Students should complete the appropriate financial aid application to determine a need for the College Work Study Program. If a need is determined, they should then complete an institutional work study application. These applications may be obtained from the Financial Aid Office.

REFUND/STUDENT REPAYMENT POLICIES FOR TITLE IV PROGRAMS

When a student recipient of Title IV Financial Aid funds withdraws or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent such student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said student prior to that date.

Overpayment funds reimbursed to the institution by the student shall be recredited to the specific Title IV program from which they were originally allocated.

SCHOLARSHIPS

Baer Academic Scholarship

This scholarship was established to encourage and reward academic excellence in pursuit of a college transfer or technical degree for a student attending Pitt Community College.

A lump sum award (not to exceed \$100) is made at the beginning of each fall quarter to be used to offset the cost of tuition, fees, and other expenses.

Candidates must be employed sophomores working a minimum of ten hours per week. All candidates must be Pitt County residents.

Contact the Scholarship Office for more details and an application.

Carolina Power and Light Company Scholarship

This scholarship was established by CP&L to provide educational funds to a student who resides in the CP&L service area and who seeks a two-year degree which supports further economic development of the service area.

One scholarship is awarded in the amount of \$550.

The recipient is selected without regard to race, sex, color, creed, religious preference, age, national origin, or handicap. Family members of CP&L employees are considered on an equal basis with all other candidates. Other factors in the selection process include, but are not limited to, scholastic achievement, individual financial need, participation in outside activities, and a demonstrated interest in a technical or college transfer degree.

Contact the Scholarship Office for an application.

Carolina Power and Light Company Scholarship for Electrical Installation and Maintenance or Air Conditioning, Heating and Refrigeration

This scholarship was established by CP&L to provide educational funds for a student who resides in the CP&L service area and who seeks a diploma in Electrical Installation and Maintenance or Air Conditioning, Heating and Refrigeration.

One scholarship is awarded in the amount of \$725.

The recipient is selected without regard to race, sex, color, creed, religious preference, age, national origin, or handicap. Family members of CP&L employees are considered on an equal basis with all other candidates. Other factors considered in the selection process include, but are not limited to, scholastic achievement, individual financial need, participation in outside activities, and a demonstrated interest in the student's field of study.

Contact the Scholarship Office for an application.

Carolina Telephone Scholarship Program

This scholarship program was established by Carolina Telephone to make educational funds available primarily to those persons who are hardest hit by recession and chronic unemployment -minorities such as blacks, Spanish surnamed Americans, American Indians/native Alaskans, and Orientals and "displaced workers." "Displaced workers" are persons who have lost their jobs because of obsolete job skills or because of economic recession in their former field of employment.

Two scholarships are awarded in the amount of \$500 each.

The candidates must be North Carolina residents who are enrolled or intending to enroll in a course of study leading to a technical degree or vocational diploma. The recipients must maintain a grade point average of at least 2.0 (C) and continue at Pitt Community College for the duration of the scholarship.

Contact the Scholarship Office for an application.

Carolina Telephone College Transfer Scholarship

This scholarship was established by Carolina Telephone to provide educational funds to residents of North Carolina enrolled in a college transfer program.

One scholarship is awarded annually in the amount of \$500.

Candidates must be North Carolina residents who are enrolled in a college transfer program. Priority is given to minorities. Carolina Telephone defines minorities as blacks, Spanish surnamed Americans, American Indians/native Alaskans, and Orientals and "displaced workers." "Displaced workers" are persons who have lost their jobs because of obsolete job skills or because of economic recession in their former field of employment.

Contact the Scholarship Office for additional criteria and an application.

Phillip L. Clark NOW Fund

This scholarship program was established to provide educational funds for students to attend off-campus activities such as workshops, conferences, and seminars related to curriculum and/or personal professional growth.

The maximum amount awarded to any one student is \$100 at a time.

Funds are available to full-time or part-time students enrolled at Pitt Community College in either technical, vocational, or college transfer programs.

Contact any faculty member of the Human Services Technology program for an application and other information.

Diesel Mechanics/Agricultural Servicing Scholarship

This scholarship was established by the farm equipment dealers of Pitt County and eastern North Carolina for students enrolled in the Diesel Mechanics/Agricultural Servicing program at Pitt Community College.

Scholarships are in the amount of \$333 each. The number of scholarship awards made annually is determined by the amount of scholarship funds available.

Recipients are selected based on need, academic achievement, performance, and a proven interest toward pursuit of Diesel Mechanics/Agricultural Servicing as a career.

Contact the Scholarship Office for more information.

William E. Fulford, Jr. Memorial Scholarship

This scholarship was established by the family of Dr. William E. Fulford, Jr., president of Pitt Community College from 1964-1984. Its purpose is to reward and encourage academic excellence.

This scholarship is for \$250 per academic year to be disbursed on a pro-rata basis for three (3) quarters. It may be used for tuition and fees, books, supplies, and other expenses.

Candidates must be Pitt County students enrolled in the second year of a two-year technical or college transfer program.

Contact the Scholarship Office for an application.

Greenville/Pitt County Homebuilders Association Scholarship

This scholarship was established in 1990 by the Greenville/Pitt County Homebuilders Association. Its purpose is to encourage individuals to choose and pursue the building trades as a career, to help ensure the availability of craftsmen for the building trades in Pitt County and surrounding areas, and to assist individuals who have a genuine interest in the building trades to study in this field at Pitt Community College.

One scholarship valued at \$500 is awarded annually. The recipient is selected prior to the end of the fall or before the beginning of the winter quarter.

Students enrolled in Air Conditioning, Heating and Refrigeration; Residential Carpentry; Electrical Installation and Maintenance; and Masonry are eligible to apply for this scholarship. The scholarship recipient is selected based on his/her interest in the building trades, academic ability, and recommendation of the department chair-person. The recipient must maintain a 2.5 GPA to retain the scholarship.

Contact the Scholarship Office for an application.

Walter B. Jones Scholarship

This scholarship was established by the North Carolina Community College Alumni Association in honor of Congressman Walter B. Jones. The purpose of this scholarship is to reward and encourage the pursuit of a vocational or technical education while attending Pitt Community College.

One scholarship is awarded annually to a deserving student.

Candidates must be North Carolina residents. Selection is based on academic achievement, interest in curriculum selected, and financial need. The recipient may be a new or returning student at Pitt Community College.

Contact the Scholarship Office for an application.

Marketing and Retailing Scholarship

This scholarship was established by Stephen Brody, Branch Manager for Metropolitan Life Insurance Company and Metropolitan Life Foundation Educational and Matching Gift Program. The purpose is to reward and encourage academic excellence in pursuit of technical education while attending Pitt Community College in the Marketing and Retailing program.

One scholarship is awarded annually in the amount of \$500.

Candidates must meet the following criteria:

* be enrolled full-time in the Marketing and Retailing curriculum,

* have maintained a 3.00 GPA, and

* have completed at least 45 hours toward the completion of the Marketing and Retailing program.

The scholarship recipient is selected on the basis of academic achievement and interest in pursuing a degree in this curriculum. Financial need is also a consideration, but academic achievement weighs heavily in the selection process.

Contact the chairperson of the Marketing and Retailing program for additional information and an application.

North Carolina Community College Scholarships

These scholarships were established by the North Carolina Community College system.

Approximately 20 scholarships are awarded annually. These awards are in the amount of \$360 each to be disbursed at the rate of \$120 per quarter for the academic year.

A candidate must meet the following criteria:

* be a North Carolina resident;

* be enrolled, or intend to be enrolled as a full-time or part-time student in a curriculum program;

* maintain a passing grade point average at or above the level required for graduation.

Priority in awarding the scholarship is given as follows:

* those with greatest financial need as determined by the local financial aid

committee,

* minorities (minorities defined as Blacks, American Indians, Spanish surname Americans, Native Alaskans, and Orientals) enrolled in college transferable curriculum programs,

* displaced persons who are seeking new job skills,

* women in non-traditional curriculum programs, and

* those students who have participated in ABE, GED, or high school diploma programs.

Contact the Scholarship Office for an application.

PCC Foundation Scholarships for Academic Excellence

These scholarships were established by the PCC Foundation to reward and encourage academic excellence in pursuit of a technical or college transfer education.

Two scholarships are awarded annually. One is a college transfer scholarship and the other is a technical scholarship. Each award is for a total of \$500.

A candidate must be enrolled full-time or intending to enroll full-time. A transfer student must have completed a minimum of 30 hours in residence at Pitt Community College. Each application must be accompanied by a letter of recommendation from the individual's academic advisor. All recipients must maintain a 3.5 or better grade point average.

Contact the Scholarship Office for an application.

PCC Foundation Technical Scholarships

These scholarships were established by the PCC Foundation to reward and encourage individuals in pursuit of a technical degree at Pitt Community College.

Each scholarship is in the amount of \$400.

Candidates must be enrolled or intending to enroll full-time in a technical program. Transfer students must have completed a minimum of 30 hours in residence at Pitt Community College.

Contact the Scholarship Office for an application.

PCC Foundation Vocational Scholarships

These scholarships were established by the PCC Foundation to reward and encourage individuals in pursuit of a vocational education at Pitt Community College.

These scholarships are awarded annually in the amount of \$400 each. All awards are disbursed on a quarterly pro-rata basis.

Candidates must be enrolled or intending to enroll in a vocational program while attending Pitt Community College. Each recipient must maintain a 2.00 or better grade point average.

Contact the Scholarship Office for an application.

PCC Institutional General Scholarships

These scholarships were established to reward and encourage individuals in pursuit of a technical, vocational, or college transfer education at Pitt Community College.

Financial assistance is provided in the form of tuition and required fees.

Candidates must be full or part-time students enrolled in a technical, vocational, or college transfer program. Selection is based on academic performance as well as need.

Contact the Scholarship Office for an application.

Perkins Scholarship/Grant Trust Fund

A trust fund was established by James J. and Mamie R. Perkins to enable and encourage deserving Pitt County residents, who otherwise could not, to attend Pitt Community College.

Eligibility for these scholarships/grants is based on financial need as determined by the College. Candidates must be natives and current residents of Pitt County.

Contact the dean of students or the Scholarship Office for more details.

Procter and Gamble Electronics Scholarships

These scholarships were established by Procter & Gamble Corporation for full-time electronics students enrolled at Pitt Community College.

Funds are made available each year for five (5) scholarships valued at \$500 each.

Candidates must be full-time students in the Electronics Engineering Technology program. Recipients are selected prior to the beginning of the fall quarter. Scholarships may be renewable for a second year, but all recipients must reapply. In the selection of these scholarship recipients, preference is given to females and minorities. Continued eligibility is based on maintaining satisfactory academic progress (2.5 GPA), exhibiting a positive attitude toward and interest in the electronics field, and the recommendation of the department chairperson.

Contact the Scholarship Office for an application.

Service Roofing Scholarship

This scholarship was established by Service Roofing and Sheet Metal Company. It is intended to reward and encourage students who choose and pursue the building trades as a career, and to help ensure the availability of craftsmen for the building trades in Pitt County and surrounding areas.

The scholarship is awarded annually in the amount of \$500.

Candidates must be enrolled in one of the following curriculums: Air Conditioning, Heating and Refrigeration, Residential Carpentry, Electrical Installation and Maintenance, and Masonry.

Contact the Scholarship Office for an application.

Van Nortwick Scholarships

These scholarships were established to reward and encourage academic excellence in pursuit of vocational or technical education at Pitt Community College by providing financial assistance in the form of scholarships for outstanding high school graduates.

Scholarships valued at \$333 each are awarded annually to one graduate of each of the following high schools:

J. H. Rose High School Ayden-Grifton High School D. H. Conley High School Farmville Central High School North Pitt High School

Candidates must be high school seniors in the Pitt County school system who plan to attend Pitt Community College and enroll in vocational or technical programs. The scholarship recipients are selected on the basis of high school academic achievement, interest in pursuing a vocational/technical career, and financial need.

Students should contact the director of counseling at their high school for an application.

Van Nortwick Scholarships for Current Pitt Community College Students

These scholarships were established to reward and encourage academic excellence in pursuit of vocational or technical education at Pitt Community College by providing financial assistance in the form of scholarships for current Pitt Community College students.

Three scholarships, valued at \$333 each, are awarded annually.

Candidates must be current full-time Pitt Community College students who have completed at least three (3) quarters of college work at PCC and plan to pursue the completion of a two-year vocational or technical program at PCC. The scholarship recipients are selected on the basis of academic achievement at Pitt Community College, demonstrated interest in pursuing a vocational/technical career, and financial need.

Contact the Scholarship Office for an application.

Wachovia Technical Scholarship

This scholarship was established by Wachovia Bank and Trust Company to reward and encourage students enrolled in technical programs at Pitt Community College.

Two scholarships are awarded annually in the amount of \$500 each.

Candidates must be in the second year of a two-year technical program. The scholarship is awarded based on need and the student's performance in the first year of a two-year technical program.

Contact the Scholarship Office for an application.

Vernon E. White Scholarship

This scholarship was endowed by the people of Pitt County to honor the service and contribution of Senator Vernon E. White to the Pitt County community. Its purpose is to reward and encourage academic excellence in pursuit of vocational and technical education at Pitt Community College by providing financial assistance in the form of a scholarship to be awarded to an outstanding student annually.

One scholarship, valued at \$500, is awarded annually.

Candidates must be citizens of Pitt County.

Contact the Scholarship Office for an application.

Danny Woods Scholarship

This scholarship was established by the Alpha Omega Chapter of Epsilon Sigma Alpha International to provide financial assistance for a J. H. Rose High School graduate.

Financial assistance is provided in the form of tuition and required fees.

Candidates must be J. H. Rose High School graduates who are first-year accounting students at Pitt Community College. The scholarship recipient is selected on the basis of high school academic performance, financial need, and interest in the field of accounting.

Students should contact the J. H. Rose High School director of counseling for an application.

OTHER SOURCES OF ASSISTANCE

Job Training Partnership Act

This program is a source of financial aid which can be utilized to offset the cost of training for individuals deemed eligible. For further information, contact the JTPA Employment and Training Specialist in the Student Services Division.

Vocational Rehabilitation

Any person who has a substantial physical or mental condition which prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, financial assistance for educational costs may be provided as part of a total rehabilitation program. For further information contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 226-A Commerce Street. The telephone number is 756-3642.

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members who have a minimum of two years remaining as a member of the Guard from the end of the academic period for which tuition assistance is requested may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Local Sources of Financial Aid

Students are encouraged to keep in touch with their respective high school guidance counselors in order that they may be aware of various kinds of scholarships granted by hometown civic clubs, church groups, or other nonprofit associations or foundations.

Veterans Benefits

The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in a approved curriculum and taking (for pay) only those classes required for graduation in the chosen curriculum. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment.

Veterans Administration (V.A.) payments for veterans in a technical or college transfer program are based on credit hours per quarter as indicated below:

12 or more credit hours 9-11 credit hours 6-8 credit hours Below 6 credit hours full-time three-quarter-time half-time no pay

V.A. payments for veterans in a vocational program are based on a combination of credit hours per quarter and contact (clock hours in school) hours per week as follows:

12 credit and 22 contact hours 9-11 credit and 16-21 contact hours 6-8 credit and 11-15 contact hours Below 6 credit and 11 contact hours full-time three-quarter time half-time no pay

Records of progress (transcripts) are kept by this institution on veteran and nonveteran students. Progress records are furnished at the end of each scheduled school term. The Pitt Community College Veterans Affairs office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Tuesday from 6:00 p.m. to 8:00 p.m. for the convenience of evening students.

Dependents of Veterans

The Veterans Administration offers up to 45 months of educational benefits for qualified dependents of certain disabled or deceased veterans. An allowance of up to \$404.00 per month is made to students under the program.

For further information on V.A. benefits, the student should contact the Office of Veterans Affairs, the N.C. Division of Veterans Affairs, or the V.A. Regional Office in Winston-Salem.



STUDENT SERVICES

Counseling

Counseling services are provided by trained personnel and are available to every curriculum student from pre-admission through graduation. There is no charge for these services.

Students may visit the Counselor's Office any time a problem arises which could affect progress in school. The Counseling Office is open Monday through Thursday from 8:00 a.m. to 8:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.

Tests are administered on a group or individual basis for admission, placement, career development, and personal problem solving (interest inventories or personal interviews). Test results are available and are interpreted by the counselors at the request of faculty members or students.

After the initial placement testing, students obtain specific career information about their program of study from the CHOICES guidance system (Computerized Heuristic Occupational & Career Explanation Guidance System). They may compare or explore occupations according to their needs.

The counselors speak to community groups regarding career choices and effective ways to improve test scores. Workshops are scheduled to meet the community needs and to inform them of the advantages of using computer assisted testing and career planning systems.

The Counseling Office remains in touch with students throughout their college years to facilitate the fulfillment of their plans and to make their educational endeavors meaningful and optimally productive.

Student Support Services

The purpose of student support services is to help students graduate by providing services for eligible students who may lack adequate preparation for college or who have special needs. These services include free tutoring, help with learning better study skills, academic counseling, assistance to the physically handicapped, and assistance to learning disabled students. Contact Student Support Services staff to obtain more information about the program.

Career Planning and Placement Center

The Career Planning and Placement Center assists students and graduates in career decision-making, planning for marketability, and job search. There is no charge for any of the services. The center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Monday evenings from 5:00 p.m. to 8:30 p.m. for the convenience of evening students.

The staff offers assistance to individuals and groups in the development of career goals by examining interests, aptitudes, values, and exploring career interests. Individuals may also use SIGI PLUS, a computerized career planning program. Available educational and career resources include information on careers such as educational requirements, personal qualities, job prospects, locations, details on the nature of the

work, salary ranges, and opportunities for advancement as well as 4-year college catalogs, employer information and applications, and job opportunity listings.

Placement services are provided for Pitt Community College students and alumni who register with the center. Up-to-date information on job openings from private, governmental, and educational institutions is available. The staff offers help in resume preparation, completing job applications, interview skills, and creative job search strategy.

The Career Planning and Placement Center is the liaison between Pitt Community College students and potential employers. All students and alumni are encouraged to register with the center.

Human Resources Development

Human Resources Development (HRD) is a program which prepares the student for obtaining and maintaining gainful employment. In a classroom setting, the student may upgrade the level of education, prepare for the High School Equivalency Examination, develop helpful self-knowledge, and become introduced to the world of work.

Athletics Program

The intercollegiate athletics program seeks to support the Pitt Community College mission by providing opportunities for students to participate in organized competitive sports activities. The purpose of the athletics program is to promote and encourage athletics in such a way that results will be consistent and supportive with the total educational purpose of Pitt Community College to include academic success, physical and emotional well-being, and social development.

It is the philosophy of the athletics program at Pitt Community College that students can best be served in an environment that recognizes the contributions and importance of its faculty and staff. Thus, through the Student Services Advisory Committee, Faculty Senate, Student Government Association, and other campus organizations, the athletics program receives faculty, staff, and student feedback and evaluation to determine the effectiveness of the athletics program.

The athletics program is designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Pitt Community College offers only intercollegiate athletics, due to the lack of interest in intramural sports. Pitt Community College accepts its responsibility to provide a fair and equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse for the purpose of enhancing athletic performance by any athlete engaged in competition.

Athletic Conduct Policy

- * Athletes must conduct themselves at all times in such a manner that will not cause embarrassment to Pitt Community College.
- * Athletes must not use profanity.
- * Athletes must not use drugs or alcohol.

- * Athletes must abide by rules and regulations set forth by coach(es) of each sport and are subject to the rules governing NJCAA and ECCCAC.
- * Athletes must communicate with faculty regarding scheduled sports events which will involve being absent from class(es) and must be responsible for making up classwork in a timely manner.
- * Athletes must maintain a grade point average which meets NJCAA and ECCCAC guidelines in order to participate in athletic competition.
- * Athletes are subject to the same academic requirements as all other students for admission, academic standing, and graduation requirements. No academic exceptions are made for student athletes at Pitt Community College.

Health Services

Pitt Community College maintains no health facilities. The responsibility for medical services rests with students and their spouses, parents, or guardians. Emergency facilities are available at Pitt County Memorial Hospital. Entering students are required to answer the health questionnaire on the Application for Admission form. Student accident insurance is required.

Pitt Community College has a Emergency Procedures Manual and copies are available in each department of the College.

Food Service

The College has a hot food service operated in the student lounge. Hot sandwiches, other short-order items, and fountain drinks are available. Hours of operation are 6:30 a.m. to 3:00 p.m. Monday-Friday.

Vending machines for soft drinks, cigarettes, and snacks are located in each building.

Housing

The College does not provide housing facilities for students either on or off campus.

Student Government Association

Pitt Community College has a Student Government Association. Each curriculum elects one representative and one alternate to the Association. Officers are elected from this body annually and the president serves on the Pitt Community College Board of Trustees as an ex-officio member. Activities supported by the SGA include Pitt Community College athletic events, field days, dances, cookouts, and community projects.

Identification Cards

All day students must have a valid Pitt Community College ID card while on campus. ID cards will be made for students during the second or third week of each quarter (see Student Services Office for schedule).

The ID card will admit students to social, cultural, and educational events sponsored by the College.

Gamma Beta Phi

Gamma Beta Phi is an honor society chartered in 1975. Membership is based upon a GPA of 3.0. Gamma Beta Phi comes under the supervision of the SGA.

Publications

Pitt Community College publishes the following:

- * College Catalog
- * Student Handbook
- * Program Brochures
- * New Student Information Guide
- * PCC Weekly Bulletin

Information concerning Pitt Community College's publications policies is contained in Pitt Community College's **Publications Guidelines**.

Guided Tours

Many groups visit Pitt Community College during the year for the purpose of investigating the facilities and opportunities available in vocational, technical, and college transfer education.

Groups are assembled in the lobby of the Vernon White Building where they are greeted by a representative from the Student Services Division. Large groups are divided into smaller groups and taken on a guided tour of the College. All programs are explained to the groups as the tour progresses. In addition to seeing classes and shops, the groups are also taken to the Learning Resources Center and the Individualized Instruction Center.

Class Rings

All orders for class rings will be made with the dean of students. Notices will be posted relevant to dates for measurements.

Traffic Regulations

All automobiles operated on the campus by day students and college personnel must be registered with the Office of the Chief of Public Safety. Parking permits are purchased for each registered vehicle and must be displayed on the left side of the rear bumper. The operators of automobiles on the campus are subject to specific parking and traffic regulations. The College reserves the right to withdraw the privileges of operating an automobile on the campus for failure to abide by the regulations.

Inclement Weather

The College President will make the decision as to whether or not classes will be held during periods of inclement weather. Announce- ments will be made on local radio and television stations.

Fire Drills

Fire drills will be held periodically. The fire alarm consists of a pulsating, repeated sounding of an alarm. Personnel will exit at the outside door closest to where they are at the time the alarm is sounded and proceed in an orderly manner to a safe distance from the building. The all clear signal is a long sounding of the bell system.

Emergency exits are posted in all classrooms.

Student Rights and Responsibilities

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains that of the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with Pitt Community College by keeping on file with the Office of the Registrar at all times their current address and telephone number.

Disciplinary Action

Student Conduct

It is expected that at all times students will conduct themselves as responsible adults. Destruction of school property, cheating, stealing, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. Any violation of these regulations may result in expulsion from the College. In addition, for any infraction which is a violation of North Carolina law, the student may be turned over to the local authorities.

Dismissal

A student may be dismissed from a class or from the College for conduct or personal habits which are not in the best interests of the student or of the College.

Information on dismissal and reinstatement procedures may be obtained from the Office of the Dean of Students.

Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The appeal is heard by the Hearing Committee (Judicial Review Board), which is composed of two representatives of the Student Government Association and two faculty members appointed by the Executive Vice President of the College. The decision of the committee is final, subject only to the student's right to appeal to the President of the College or ultimately to the Board of Trustees. The provisions of due process will be applicable to all actions involving suspensions, extensions, probation, and dismissal. Additional information may be obtained from the dean of students.

SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY

Pitt Community College recognizes its responsibility to provide

- * a wholesome environment of health education awareness for students, faculty, and staff,
- * a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and
- * the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

- * providing existing human resources for early intervention for individuals with a chemical problem,
- * offering educational drug abuse prevention programs,
- * referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
- * referring students exhibiting erratic and/or disruptive behavior to the dean of students where students will be subject to disciplinary action.

The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89-90 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

Policies regarding communicable diseases are as follows:

- * Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically- based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
- * Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate dean.

- * Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibility in accordance with such knowledge for the protection of other members of the community.
- * The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Center for Disease Control for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

CONTROLLED SMOKING POLICY

Pitt Community College has a "Friendly" Controlled Smoking Policy which allows smoking on campus in designated areas only. Smoking areas in each building are easily identified with "Smoking Area" signs.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) at Pitt Community College provides library, audiovisual, media production, and other teaching/learning resources and services to support and enrich the educational programs of the College. These resources and services are available to students, faculty, and staff of Pitt Community College and to the adult citizens of Pitt County.

LRC resources and services include a wide variety of print and nonprint materials, technical equipment, support facilities, and specialized services. The print materials collection includes books, magazines and journals, newspapers, pamphlets, government publications, and other printed materials. Audiovisual materials in the LRC collection include films, filmstrips, filmloops, transparencies, slides, audio and video tapes, records, and computer software. Microfilm copies of back issues of selected magazines, journals, and newspapers and certain historical records of the Pitt County area are also available for use in the LRC. Equipment needed for the utilization of LRC materials and for the production and/or duplication of certain instructional materials is provided by the LRC.

A staff of professional librarians and media specialists, technicians, specialized technical assistants, and library/LRC assistants provide instruction and assistance in the use of LRC materials, equipment, and services at all hours the LRC is open.

The LRC is open Monday through Thursday from 7:45 a.m. to 9:30 p.m. and on Friday from 7:45 a.m. to 5:00 p.m. (closed Saturdays, Sundays, and holidays). Located in the Clifton W. Everett Building, the LRC is arranged and furnished to provide a pleasant atmosphere conducive to study and to leisure-time use of the variety of resources and services available.

COOPERATIVE EDUCATION (CO-OP)

The cooperative education program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school.

Eligibility

All students enrolled in programs offering CO-OP for academic credit who have completed one quarter or who are already employed in work-related jobs are eligible to enter the cooperative education program if they meet the following requirements:

- 1. Students must have a 2.0 GPA and/or approval of the department chairperson and director of cooperative education, and
- 2. Students must plan to graduate from Pitt Community College.

Application Procedure

Students interested in the cooperative education program should follow the procedure outlined below:

- 1. The student will obtain an application form from the Cooperative Education Office and make an appointment with the CO-OP Office to review the completed application.
- 2. The director or the coordinator will conduct an interview with the student with regard to career goals and possible CO-OP assignments.
- 3. If the student is accepted, the director of cooperative education and the department chairperson or advisor will be prime resources in locating and/or approving an appropriate CO-OP assignment.

Academic Credit

- 1. One (1) credit hour will be given for the satisfactory completion of each quarter's cooperative training assignment of ten hours per week. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer.
 - Reports of credit will be made to the Office of the Registrar by the director of cooperation education.
- 2. A student may receive a maximum of two credit hours during any one quarter. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.
- 3. Credits earned with the approval of the department chair- person substitutes for required or elective courses within the curriculum guidelines. Specified programs require cooperative education credits.
- 4. Students enrolled in a college transfer program can earn up to six (6) credit hours of add-on credit.

Students interested in cooperative education should visit the CO-OP Office or contact their faculty advisors. The CO-OP Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and Monday evenings from 6:45 p.m. to 8:30 p.m. for the convenience of evening students.

CONTINUING EDUCATION

The Continuing Education Division at Pitt Community College serves adults from the community, business, and industry. Various programs are offered for individuals to meet particular needs and interests. Opportunities exist to upgrade occupational skills, to acquire new skills, to complete high school, and to pursue activities for personal enrichment.

Classes are held on-campus and at various off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations.

Courses are open to all adults 18 years of age or older. High school students 16 — 18 years of age may be permitted to enroll with approval from the appropriate public school official.

Schedule of Courses

A schedule of Continuing Education classes is published quarterly and distributed throughout Greenville and surrounding areas. Classes are organized upon demonstration of sufficient interest and availability of the required facilities and instructors. Newspaper, radio, and television are utilized to announce course offerings. Classes may be scheduled for mornings, afternoons, evenings, or weekends according to the needs of the participants. The College reserves the right to change, add, or withdraw courses or program offerings from the schedule at any time.

Course Credit

Generally courses offered in the Continuing Education Division are noncredit; however, credit will be given in the Adult High School Diploma Program. CEU's (Continuing Education Units) are awarded for certain training programs, courses, and seminars. Ten contact hours of class earn one CEU. Written acknowledgement of course completion or participation may be provided to individuals upon written request.

Registration and Attendance

Registration for classes is normally completed at the first class meeting on a first-come, first-served basis. A minimum number of participants may be required before a class can be offered. If regular attendance falls below six people, the class may be discontinued. Pitt Community College has the right to place students in appropriate levels of training as deemed necessary by the College.

Fees

A registration fee is required for most noncredit courses and must be paid at the first class meeting. There is no registration charge for students 65 years of age or older. Accident insurance is available to all students. Students in laboratory courses requiring the use of equipment and machinery must either purchase insurance or sign a waiver.

Course Descriptions

Course descriptions are available upon request by calling or visiting the Continuing Education Division. Individuals who desire counseling or other special assistance may contact either the instructor or the directors in the Continuing Education Division.

Books and Supplies

Most Continuing Education courses do not require textbooks. When a text is required, students will be notified at the first class meeting. Students are generally responsible for their class supplies.

General Adult Education

The General Adult Education Program consists of noncredit courses which enable adults to develop skills in areas of general interest.

The following are examples of general interest courses:

Art: Painting, Drawing,
Sketching
Arts and Crafts
Auto Care and Tune-up
Baking and Decorations
Calligraphy
Conversational French,
German, Spanish
Creative Writing
Crewel Embroidery
Crochet
Investments and Securities

Knitting
Macrame
Needlepoint
Pottery
Prenatal Education (Lamaze)
Rug Hooking
Seasonal Decorations
Sewing
Sign Language
Spinning and Natural Dyes
Weaving

Adult Basic Education

Adult Basic Education is designed to improve the reading and math skills of persons who seek self-improvement through organized classes. The goal of the program is to help the student function more effectively in day-to-day life. Computer-based instruction is available as an added incentive for students working towards their goals. Classes may be established throughout the Pitt County area and may be co-sponsored with churches, schools, business/industry or community organizations. Groups interested in developing a class (at least 10 people) may contact the Adult Basic Education Director at Pitt Community College. There are no charges for the classes or materials.

Adult High School

Adult High School classes are designed to prepare adults to take the General Educational Development (GED) tests. Adults may enroll in morning, afternoon, or evening classes at specified locations in Greenville and Pitt County areas. Program content covers reading and writing skills, mathematics, social studies, and science. There are no charges for the classes.

Special Basic Skills/Literacy Projects

A heightened and renewed emphasis has been placed on Workplace Literacy Projects, Family Literacy Projects, Homeless Literacy Projects, and Migrant Literacy/ Citizenship Projects.

English for Foreign Born

English as a Second Language classes are available for migrants and other foreign born adults wishing to improve their English communication skills.

Individualized Instruction Center

Adult Basic Education classes (reading, writing, and math improvement), GED preparation classes, Adult High School Diploma Program, and general education courses are offered in the Individualized Instruction Center located in the Everett Building on the Pitt Community College campus. Students may use books, computers, or other teaching resources. Courses are available during the day and evening.

High School Diploma Equivalency

Adult residents of North Carolina who have not completed high school may earn a High School Diploma Equivalency by passing a battery of five tests. These tests are the General Educational Development (GED) tests.

A High School Diploma Equivalency is recognized by employers and educational institutions and is issued by the North Carolina Department of Community Colleges. Pitt Community College is one of 71 official GED testing centers in the state and is the only one in Pitt County.

Persons interested in further information or in taking the GED tests should contact the Individualized Instruction Center. The center administers the tests by appointment. There is a fee for taking the GED tests.

Adult High School Diploma Program

The Adult High School Diploma program provides instruction designed to qualify a student for a Pitt County Schools diploma. Students wishing to enter the Adult High School Diploma Program may contact the Individualized Instruction Center. A program of study will be developed for the student. Students who successfully complete all required courses and pass the N.C. Competency Tests will receive the diploma.

Occupational Extension

Occupational courses are offered for employed persons needing to upgrade their skills or for persons seeking employment at the skilled technical and vocational level.

General Occupational Courses

The following are examples of general occupational courses:

Aviation Ground School Blue Print Reading Commercial Driver's License Refresher Training CPR Chore Service Provider Emergency Medical Technician (Basic) Estimating for Building Trades First Aid Job Preparation Mathematics (Basic) Outboard Motor Repair

Specialty Occupational Programs

Fire Rescue Training

Fire Rescue Training Program is designed to provide fire and rescue personnel the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences. Usually these courses are conducted in the local fire departments for the volunteer firemen, who train as an organized group utilizing equipment and methods they would ordinarily use in preventing and suppressing fire.

Some of the subject areas for volunteer firemen are as follows: arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to fire fighting, ladder practices, hose practices, protective breathing equipment, and fire fighting procedures.

Courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training are available to the public and industry as well as fire service personnel.

Criminal Justice/Law Enforcement Training

Several short courses and seminars are conducted to upgrade and train law enforcement and correctional officers. Some courses are as follows: Introduction to Police Science, Courts and Law, Laws of Arrest, Search and Seizure, and General Criminal Investigation.

The College also offers two year associate degrees in criminal justice and a certificate in the Basic Law Enforcement Training Program (BLET).

Emergency Services Training

The Emergency Services Program is designed to provide both Continuing Education and curriculum programs for various levels of Emergency Medical Services personnel. The courses are designed to train personnel for various levels of state certification that are required to be an emergency care provider.

Licensure/Certification

The Licensure/Certification Program is designed to provide training that a significant number of occupations in North Carolina require as a prerequisite to employment.

The College offers these courses but most often does so on certain conditions prescribed by the licensure or certification agency.

Management Development Training

Management Development Training courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are offered both on and off campus. The courses are flexible in terms of content and meeting times. Every effort is made to fit course content to particular individual, industrial, or business needs.

Professional In-Service Programs

Teacher Certificate Renewal: Local superintendents responsible for providing inservice training for teachers coordinate with the Continuing Education Division to develop special courses designed to meet the needs of the local school unit. The Division assists in the development and presentation of approved courses by providing the needed personnel, facilities, and services in coordination with the local school unit.

Other Professional In-Service: Various institutions and agencies require employee upgrading through the offering of in-service classes. The Division of Continuing Education coordinates with each agency to develop the in-service program most appropriate to its needs.

Special Industrial Training

New Industry Training (NIT) Expanding Industry Training (EIT) Focused Industrial Training (FIT)

Classes may be arranged to meet specific needs such as training people for new industries locating in the area, training new people for certain industry expansion programs, and training existing skilled or semi-skilled workers in new product manufacture or for new technology.

These classes may be held at the industrial site, on-campus, or at some other convenient location. Courses are designed specifically for and may be scheduled at times convenient for the interested groups or industries.

For information and assistance in developing courses in special industrial training areas, call the director of focused industrial training.

Small Business Center

The Small Business Center at Pitt Community College is designed to respond to the training needs of the area's small business owners, managers, personnel, and others in business as well as those who plan to start a small business. Training sessions are offered in the form of workshops, seminars, and courses. Pertinent topics such as management, marketing, advertising, accounting, salesmanship, and microcomputer skills are covered in the training sessions.

The following are examples of Small Business Center courses:

Small Business Basics Small Business Bookkeeping

Small Business Sales Small Business Supervision Customer Relations
Marketing
Financial Planning

Financial Planning MicroComputers

The Small Business Center serves as a resource center to provide publications and video viewing to help with small business problems.

Management aids provided by the Small Business Administration (SBA) are available as well as the SBA Starting-Out series for people planning a new business.

The Small Business Center provides consulting by appointment.

An additional function of the Small Business Center is to create within the business community an awareness of the business-related curricular programs which are offered on a regular basis.

Workshops, Seminars, and Conferences

Workshops, seminars, and conferences are planned and offered by Pitt Community College on a variety of topics in cooperation with civic groups, nonprofit organizations, or by special requests from the citizens of Pitt County.

The workshops and seminars may carry CEU credit if arrangements have been made in advance with Pitt Community College and if participants meet necessary requirements for receiving credit.

The Visiting Artist Program

The Visiting Artist Program is a cooperative effort between the North Carolina Arts Council and the Department of Community Colleges. Pitt Community College is one of the many institutions throughout the state which employs artists representing a variety of different art forms.

The purpose of the program is to enhance the appreciation and cultivation of the arts within the College and the surrounding areas. This unique program presents to students, faculty, and the community at large an opportunity to experience first hand the work of creative and performing artists.

During the residency, the artist presents performances, lectures, demonstrations, and workshops as well as providing assistance to organizations such as civic clubs, public schools, arts councils, and church groups. The artist also organizes exchange programs with artists from other schools in the Visiting Artist Program in order to bring a variety of artistic experience to the College and community.

Compensatory Education

Compensatory Education is designed to enable adults with mental retardation to:

* Become more independent and self-directed;

* Become more familiar with basic occupational skills;

* Acquire skills to meet and manage community, social, career, and personal adult responsibilities.

Compensatory Education classes are available on the Pitt Community College campus, at the Pitt County Adult Developmental Activity Program, and at various locations in Pitt County. There is no charge for materials or instruction.







COLLEGE TRANSFER

PRE-BUSINESS ADMINISTRATION (C-004)

Pre-Business Administration is designed for those students who wish to transfer to a senior college or university to pursue majors in the areas of accounting, banking, business administration, economics, finance, management, marketing, quantitative methods, or real estate. Degree plans may vary according to requirements of the senior institution.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	152	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	153	PRINCIPLES OF ACCOUNTING	3	2	0	4
BUS	166	BUSINESS LAW I	3 3 S 5	0	0	3
BUS	167	BUSINESS LAW II	3	0	0	3
CSC	151	INTRODUCTION TO COMPUTER	S 5	0	0	5
ECO	151	ECONOMICS I	3	0	0	3
ECO	152	ECONOMICS II	3	0	0	3
ECO	153	ECONOMICS III	3	0	0	3
ENG	151	COMPOSITION I	3	0	0	3
ENG	152	COMPOSITION II	3	0	0	3
ENG	153	COMPOSITION III	3	0	0	3
HEA	151	PERSONAL AND COMMUNITY				
		HEALTH	3	0	0	3
LIB	151	LIBRARY RESEARCH SKILLS	2	0	0	2
MAT	166	APPLIED MATH FOR DECISION				
		MAKING	5	0	0	5
MAT	180	STATISTICAL ANALYSIS	5	0	0	5
+ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	155	GENERAL PSYCHOLOGY	5	0	0	5
SOC	151	SOCIOLOGY	5	0	0	5
*		ELECTIVES				
		Fine Arts or Humanities	12	0	0	12
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
*		PHYSICAL EDUCATION ELECTIV	ES 0	4	0	2
*		SCIENCE ELECTIVES	9	6	ő	12
*		SOCIAL SCIENCE ELECTIVES	2	0	ő	2
ТОТА	L CRE	EDITS FOR AA DEGREE	90	=		98

⁺ORI 101 may also be required by instructor

^{*}Recommended Electives

Fine Arts:

ART 160, 170; MUS 151; SPH 151, 160

Humanities:

ENG 251, 252, 261, 262, 280; PHI 151; REL 151, 160, 161; SPA 151, 152

Physical Education:

PED 151, 160-183, 196

Science:

BIO 251, 252, 253; CHM 251, 252, 253; PHY 260, 261, 262

Social Science:

ANT 160; 161; GEO 151; HIS 151, 152, 160, 161; POL 251; PSY 160, 270, 280; SOC 160, 270

Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

PRE-EDUCATION (ELEMENTARY) (C-020)

Pre-Education (Elementary) is designed for students who plan to transfer to senior institutions and major in elementary education.

MAJO	OR CO	URSES LAB	CLASS	CLIN/ SHOP	CREDIT HOURS
ANT	161	SOCIETIES AROUND THE WORLD	5 0	0	5
ENG	151	COMPOSITION I	3 0	0	
ENG	152	COMPOSITION II	3 0	0	3 3 3 3 5
ENG	153	COMPOSITION III	3 0	0	3
ENG	261	AMERICAN LITERATURE I	3 0	0	3
ENG	262	AMERICAN LITERATURE II	3 0	0	3
GEO	151	INTRODUCTION TO GEOGRAPHY	5 0	0	5
HEA	151	PERSONAL AND COMMUNITY			
		HEALTH	3 0	0	3
HIS	151	AMERICAN HISTORY I	5 0	0	3 5 5 5
HIS	152	AMERICAN HISTORY II	5 0	0	5
HIS	160	WORLD HISTORY TO 1500	5 0	0	5
or					
HIS	161	WORLD HISTORY SINCE 1500			
LIB	151	LIBRARY RESEARCH SKILLS	2 0	0	2
MAT	251	BASIC CONCEPTS OF MATH I	5 0	0	2 5 3 1
MAT	252	BASIC CONCEPTS OF MATH II	3 0	0	3
+ORI	100	NEW STUDENT SEMINAR	1 0	0	1
PED	151	FOUNDATIONS IN PHYSICAL			
		EDUCATION	2 0	0	2
POL	251	INTRODUCTION TO U S			
		GOVERNMENT	5 0	0	5
or					
ECO	151	ECONOMICS I			
and					
ECO	152	ECONOMICS II			
PSY	155	GENERAL PSYCHOLOGY	5 0	0	5
PSY	270	CHILD PSYCHOLOGY	5 0	0	5
SPH	151	VOICE & DICTION	3 0	0	3
or					
SPH	160	PUBLIC SPEAKING			
MUS	151	MUSIC APPRECIATION	3 0	0	3
or					
ART	160	ART APPRECIATION			

CLIN/ CREDIT MAJOR COURSES (Cont'd.) CLASS LAB SHOP HOURS ELECTIVES GENERAL ELECTIVES 6 0 0 6 PHYSICAL EDUCATION ELECTIVES 0 2 0 1 SCIENCE ELECTIVES 9 6 0 12 (Select 2 biology & 1 chemistry or 1 physics; or 2 chemistry or physics & 1 biology TOTAL CREDITS FOR AA DEGREE 92 8 0 96

General:

ACC 151, 152, 153; ANT 160; BUS 165, 166, 167; CSC 151; ECO 151, 152, 153; ENG 204; HIS 161; MAT 102, 180; PSY 160, 280; SOC 151, 160, 270; SPA 151, 152

Physical Education: PED 151, 160-183, 196

Science:

BIO 251, 252, 253; CHM 251, 252, 253; PHY 260, 261, 262

Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

⁺ORI 101 may also be required by instructor

^{*}Elective credits should be selected based on the student's prospective teaching field.

^{*}Recommended Electives

PRE-EDUCATION (SECONDARY) (C-028)

Pre-Education (Secondary) is designed for students who plan to transfer to senior institutions and major in secondary education and then teach in high school. Students take the same courses as pre-liberal arts students, with elective hours chosen in the area of major interest.

COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
ENG	151	COMPOSITION I	3	0	0	3
ENG	152	COMPOSITION II	3	0	0	3
ENG	153	COMPOSITION III	3	0	0	3
HEA	151	PERSONAL AND COMMUNITY				
		HEALTH	. 3	0	0	3
LIB	151	LIBRARY RESEARCH SKILLS	2	0	0	2 5
MAT	151	COLLEGE ALGEBRA	5	0	0	5
or MAT + ORI	251 100	BASIC CONCEPTS OF MATH I NEW STUDENT SEMINAR	1	0	0	1 5
PSY	240	PSYCHOLOGY OF ADOLESCENC	E 5	0	0	5
*		ELECTIVES				
		FINE ARTS	3	0	0	3
		GENERAL	28	0	0	28
		HUMANITIES	3	0	0	3
		HUMANITIES or FINE ARTS	9	0	0	9 2
		PHYSICAL EDUCATION	0	4	0	
		SCIENCE	9	6	0	12
		SOCIAL SCIENCE	15	0	0	15
ТОТА	L CRI	EDITS FOR AA DEGREE	92	10		97

⁺ORI 101 may also be required by instructor

Fine Arts:

ART 160, 170; MUS 151; SPH 151, 160

Humanities:

ENG 251, 252, 261, 262, 280; PHI 151; REL 151, 160, 161; SPA 151, 152

Physical Education:

PED 151, 160-183, 196

Science:

BIO 251, 252, 253; CHM 251, 252, 253; PHY 260, 261, 262

^{*}Elective credits should be selected based on student's prospective teaching field.

^{*}Recommended Electives

Social Science:

ANT 160, 161; ECO 151, 152, 153; GEO 151; HIS 151, 152, 160, 161; POL 251; PSY 155, 160, 270, 280; SOC 151, 160, 270

General:

ACC 151, 152, 153; BUS 165, 166, 167; CSC 151; MAT 102, 180, 251

Cooperative Education Experience: Up to 6 credit hours may be taken as additional electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

PRE-LIBERAL ARTS (C-011)

The Pre-Liberal Arts curriculum is designed for students who intend to transfer to a senior college for their four-year degrees and for people who wish a liberal arts education ending in a two-year degree. Students take general college courses, including courses in English, math, biology, speech, health, physical education, and social sciences such as sociology and history. Because the program is general, many students who have not decided on a major select pre-liberal arts. Adjustments can be made to meet the general education requirements of most colleges and universities.

COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ENG	151	COMPOSITION I	3	0	0	3
ENG	152	COMPOSITION II	3	0	0	3
ENG	153	COMPOSITION III	3	0	0	3
HEA	151	PERSONAL AND COMMUNITY				
		HEALTH	3	0	0	3
LIB	151	LIBRARY RESEARCH SKILLS	2	0	0	2 5
MAT	151	COLLEGE ALGEBRA	5	0	0	5
or MAT	251	BASIC CONCEPTS OF MATH I				١
or	201	DADIC CONCEPTS OF MATTIT				
MAT	166	APPLIED MATH FOR DECISION MAKING				
+ORI	100	NEW STUDENT SEMINAR	1	0	0	1
1/4		ELECTIVES				
		FINE ARTS	3	0	0	3
		GENERAL	28	0	ő	28
		HUMANITIES	3	0	0	
		HUMANITIES or FINE ARTS	9	. 0	0	3 9 2
		PHYSICAL EDUCATION	0	4	0	2
		SCIENCE	9	6	0	12
		SOCIAL SCIENCE	20	0	0	20
ТОТА	L CRE	CDITS FOR AA DEGREE	92	10	=	97

⁺ORI 101 may also be required by instructor

Fine Arts:

ART 160, 170; MUS 151; SPH 151, 160

Humanities:

ENG 251, 252, 261, 262, 280; PHI 151; REL 151, 160, 161; SPA 151, 152

Physical Education: PED 151, 160-183, 196

^{*}Recommended Electives

Science:

BIO 251, 252, 253; CHM 251, 252, 253; PHY 260, 261, 262

Social Science:

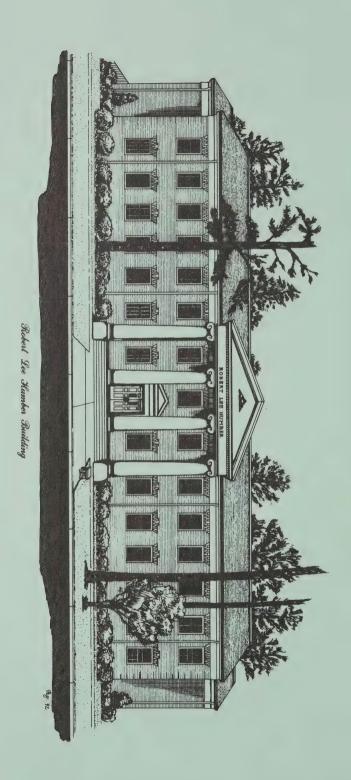
ANT 160, 161; ECO 151, 152, 153; GEO 151; HIS 151, 152, 160, 161; POL 251; PSY 155, 160, 270, 280; SOC 151, 160, 270

General:

ACC 151, 152, 153; BUS 165, 166, 167; CSC 151; MAT 102, 180, 251; NUT 151

Cooperative Education Work Experience: Up to 6 credit hours may be taken as additional electives.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.





A.B. Whilley, Jr. Building



TECHNICAL EDUCATION

ACCOUNTING (T-016)

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories, and practices with related study in law, finance, management, and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk, and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant, and property accountant.

MAJO	OR CO	DURSES	CLASS	LAB	CLIN/ SHOP	CREDIT
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	152	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	153	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	222	INTERMEDIATE ACCOUNTING	5	2	0	6
ACC	223	INTERMEDIATE ACCOUNTING	5	2	0	6
ACC	225	COST ACCOUNTING	3	2	0	4
ACC	229	TAXES	3	2	0	4
ACC	269	AUDITING	5	0	0	5
ACC	270	COMPUTER APPLICATION OF				
BUS	117	ACCOUNTING	1	4	0	0
BUS	165	ELECTRONIC CALCULATOR INTRODUCTION TO BUSINESS	2 5	2	0	3 5
BUS	166	BUSINESS LAW I	ა 3	0	0	о 3
BUS	167	BUSINESS LAW I	ა 3	0	0	3
BUS	235	BUSINESS MANAGEMENT	ა 3	0	0	ა 3
DOD	200	DODITION WITH THE	U	U	U	J
		TOTALS	47	20	0	57
RELA	TED	COURSES				
ACC	226	PAYROLL ACCOUNTING	3	2	0	4
BUS	109	BUSINESS MATHEMATICS	5	0	0	5
BUS	123	BUSINESS FINANCE	3	0	0	3
BUS	134	PROFESSIONAL DEVELOPMENT	3	0	0	3
CAS	100	INTRO TO MICROCOMPUTER				
		APPLICATIONS	2	2	0	3
CAS	240	SPREADSHEET APPLICATIONS	2	2	0	3
CSC	112	BASIC I	2	2	0	3
ECO	151	ECONOMICS I	3	0	0	3
ECO OSC	152 102	ECONOMICS II	3	0	0	3
USC	102	BEGINNING KEYBOARDING	2	0	3	3
		TOTALS	28	8	3	33

GENI	ERAL 1	EDUCATION	CLASS	LAB	CLIN/ SHOP	CREDIT
ENG ENG ENG	101 102 103 204	GRAMMAR & COMPOSITION I GRAMMAR & COMPOSITION II REPORT WRITING ORAL COMMUNICATIONS	3 3 3	0	0 0 0	3 3 3
MAT ORI	101	ALGEBRA I NEW STUDENT SEMINAR SOCIAL SCIENCE ELECTIVE	5 1 3	-	0 0	5 1 3
		TOTALS	21	0	0	21
COE	101B	COOPERATIVE EDUCATION	6	0	20	6 2
ТОТА	L CRE	DITS FOR AAS DEGREE	102	28	= 23	== 119

^{*}Recommended Social Science Electives:

ANT 160, 161; GEO 151; HIS 151, 152, 160, 161; POL 102, 103, 251; PSY 102, 104, 106, 155; SOC 102, 103, 151, 160, 270; SSC 101

Cooperative Education Work Experience: Up to 6 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices, including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

MAJ	or co	OURSES	CLASS	LAB	CLIN/ SHOP	HOURS
BUS	109	BUSINESS MATHEMATICS	5	0	0	5
BUS	134	PROFESSIONAL DEVELOPMENT		0	0	3
BUS	165	INTRODUCTION TO BUSINESS	5	0	0	5
CAS	100	INTRO TO MICROCOMPUTER				
		APPLICATIONS	2	0	3	3
OSC	101	PRINCIPLES OF BUSINESS				
		ENGLISH	5	0	0	5
OSC	102	BEGINNING KEYBOARDING	2	0	3	3 3
OSC	103	INTERMEDIATE KEYBOARDING		0	3	3
OSC	110	WORD PROCESSING	2	0		3
OSC	112	RECORDS MANAGEMENT	3	0	0	3
OSC	201	INTRODUCTION TO				
000	010	TRANSCRIPTION	3	0	0	3
OSC	210	ADVANCED WORD PROCESSING		0	3	3 5 5
OSC	211	MACHINE TRANSCRIPTION I	5	0	0	5
OSC	212	MACHINE TRANSCRIPTION II	5	0	0	5
OSC	213	MACHINE TRANSCRIPTION III	5	0	0	5
OSC	216	OFFICE PROCEDURES	5	0	0	5
		TOTALS	54	0	15	59
REL	ATED	COURSES				
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
BUS	166	BUSINESS LAW I	3	õ	0	3
BUS	206	BUSINESS COMMUNICATIONS	3	0	0	3
BUS	230	OFFICE MANAGEMENT	3	0	ő	3
CAS	242	DESKTOP PUBLISHING	2	2	0	3 3 3 3
CAS	240	SPREADSHEET APPLICATIONS	2	0	3	3
CAS	241	DATABASE MANAGEMENT	2	0	3	3
ENG	106	SPELLING TECHNIQUES	3	0	0	3
			0	0	0	0

MAT SOC *	100 100	FUNDAMENTALS OF MATH JOB SEARCH & CAREER PLANNING BUSINESS ELECTIVE TOTALS	G 3 2 31	LAB 0 0 0 	CLIN/ SHOP 0 0 0 	CREDIT HOURS 5 3 2 35
GENI	SKAL I	EDUCATION				
ECO ENG ENG ENG ORI	108 101 102 103 204 100	CONSUMER ECONOMICS GRAMMAR & COMPOSITION I GRAMMAR & COMPOSITION II REPORT WRITING ORAL COMMUNICATIONS NEW STUDENT SEMINAR SOCIAL SCIENCE ELECTIVE	3 3 3 3 1 5	0 0 0 0 0	0 0 0 0 0	3 3 3 3 1 5
		TOTALS	21	0	0	21
		ELECTIVES	3	0	0	3
COE	101B	COOPERATIVE EDUCATION	0	0	20	2
ТОТА	L CRE	DITS FOR AAS DEGREE	109	= 4	=	120

^{*}Recommended Electives:

Business Electives:

BUS 117, 167, 231, 232, 235, 272, 290A-290C; CAS 243; MKT 232; OSC 207

Social Science Electives:

PSY 102, 103, 104, 106, 115, 116, 120, 155, 223, 228, 230, 270, 280; SOC 101, 102, 103, 151, 160, 221, 270

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

ARCHITECTURAL DRAFTING TECHNOLOGY (T-041)

The Architectural Drafting Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect's design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work requiring a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exist with architectural and engineering firms, private utilities, contractors, and municipal governments.

ARC 106 ARCHITECTURAL DRAFTING	MA	JO	R CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
ARC 108 ARCHITECTURAL DRAFTING 2 0 6 4 ARC 109 ARCHITECTURAL MECHANICAL EQUIPMENT 3 0 3 4 ARC 201 ARCHITECTURAL DESIGN 3 0 9 6 ARC 202 ENVIRONMENTAL DESIGN 2 0 3 3 ARC 220 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 221 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 222 ARCHITECTURAL DRAFTING 2 0 9 5 CAR 236 CONSTRUCTION ESTIMATING AND FIELD INSPECTING 3 0 3 4 CIV 105 MATERIALS AND METHODS 3 0 3 4 CIV 114 STATICS 5 0 0 5 CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 6 4 * MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA I 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5	AR	С			2	0	6	
ARC 109 ARCHITECTURAL MECHANICAL EQUIPMENT		_			•	•		
EQUIPMENT 3		_	108			0	6	4
ARC 201 ARCHITECTURAL DESIGN 3 0 9 6 ARC 202 ENVIRONMENTAL DESIGN 2 0 3 3 ARC 220 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 221 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 222 ARCHITECTURAL DRAFTING 2 0 9 5 CAR 236 CONSTRUCTION ESTIMATING AND FIELD INSPECTING 3 0 3 4 CIV 105 MATERIALS AND METHODS 3 0 3 4 CIV 114 STATICS 5 0 0 5 CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5	AR	C	109					
ARC 202 ENVIRONMENTAL DESIGN 2 0 3 3 ARC 220 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 221 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 222 ARCHITECTURAL DRAFTING 2 0 9 5 CAR 236 CONSTRUCTION ESTIMATING AND FIELD INSPECTING 3 0 3 4 CIV 105 MATERIALS AND METHODS 3 0 3 4 CIV 114 STATICS 5 0 0 5 CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5						_		
ARC 220 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 221 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 222 ARCHITECTURAL DRAFTING 2 0 9 5 CAR 236 CONSTRUCTION ESTIMATING AND FIELD INSPECTING 3 0 3 4 CIV 105 MATERIALS AND METHODS 3 0 3 4 CIV 114 STATICS 5 0 0 5 CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5		-				_		
ARC 221 ARCHITECTURAL DRAFTING 2 0 9 5 ARC 222 ARCHITECTURAL DRAFTING 2 0 9 5 CAR 236 CONSTRUCTION ESTIMATING AND FIELD INSPECTING 3 0 3 4 CIV 105 MATERIALS AND METHODS 3 0 3 4 CIV 114 STATICS 5 0 0 5 CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5		_				_		3
ARC 222 ARCHITECTURAL DRAFTING 2 0 9 5 CAR 236 CONSTRUCTION ESTIMATING AND FIELD INSPECTING 3 0 3 4 CIV 105 MATERIALS AND METHODS 3 0 3 4 CIV 114 STATICS 5 0 0 5 CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5		_			2	_		5
CAR 236 CONSTRUCTION ESTIMATING AND FIELD INSPECTING						_		
FIELD INSPECTING 3 0 3 4 CIV 105 MATERIALS AND METHODS 3 0 3 4 CIV 114 STATICS 5 0 0 5 CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5		-				0	9	5
CIV 105 MATERIALS AND METHODS 3 0 3 4 CIV 114 STATICS 5 0 0 5 CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5	CA	R	236					
CIV 114 STATICS	CIT.	,	105			_		
CIV 216 STRENGTH OF MATERIALS 3 2 0 4 CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5								
CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS 3 0 3 4 DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5								
CONTRACT DOCUMENTS 3					3	2	0	4
DFT 230 STRUCTURAL DRAFTING 3 0 6 5 SRV 101 SURVEYING 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5	CIV	/	235	CODES, SPECIFICATIONS, AND				
SRV 101 SURVEYING MAJOR ELECTIVE 2 0 6 4 * MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5	70.77	73	000			_		
* MAJOR ELECTIVE 2 0 0 2 TOTALS 42 2 84 71 RELATED COURSES MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5		_				-		
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MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5	•			MAJOR ELECTIVE	2	0	0	2
MAT 101 ALGEBRA I 5 0 0 5 MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5				TOTALS	42	2	84	71
MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5	RE	LA'	TED (COURSES				
MAT 102 TRIGONOMETRY 5 0 0 5 MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5	MA	Т	101	ALGEBRA I	5	0	0	5
MAT 103 ALGEBRA II 4 0 0 4 PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5					_	_	_	
PHY 101 PHYSICS 4 2 0 5 PHY 102 PHYSICS 4 2 0 5					_	_	_	
PHY 102 PHYSICS 4 2 0 5					_	_	_	
TOTALS $\frac{}{22} \frac{}{4} 0 \overline{24}$							_	
				TOTALS	22	4	0	24

GENI	ERAL 1	EDUCATION COURSES	CLASS	LAB	CLIN/ SHOP	CREDIT
ENG ENG ENG ORI PSY SSC	101 102 103 204 100 102 101	GRAMMAR & COMPOSITION I GRAMMAR & COMPOSITION II REPORT WRITING ORAL COMMUNICATIONS NEW STUDENT SEMINAR GENERAL PSYCHOLOGY INTRO TO SOCIAL SCIENCES	3 3 3 1	0 0 0 0 0	0 0 0 0 0	3 3 3 1
000	101	TOTALS ELECTIVES	3 19	0 0 0	0 0 0	3 19 7
TOTA	L CRE	EDITS FOR AAS DEGREE	90	6	84	121

^{*}Recommended Major Electives: ARC 205; DFT 114

Cooperative Work Experience: Up to 7 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

AUTOMOTIVE TECHNOLOGY (T-176)

Automotive Technology is designed to meet the need for preparing highly trained technicians to service and repair automobiles and light trucks equipped with highly technical electrical, electronics, and emission control systems. Emphasis is placed on the operation and servicing of the power train components, electrical systems, fuel systems, chassis and suspension and emission controls of gasoline and diesel engine vehicles. Upon completion of this curriculum, the person should have the theoretical knowledge and background to understand the systems of the newer model automobiles and should be prepared to work as a technician servicing automobiles and light duty trucks.

MAJO	OR CO	URSES CLA	SS	LAB	CLIN/ SHOP	CREDIT
AUT	100	PREVENTIVE MAINTENANCE	0	0	3	1
AUT	102	INTERNAL COMBUSTION ENGINES	3	0	9	6
AUT	103	ELECTRICAL SYSTEMS I	5	0	12	9
AUT	104	ELECTRICAL SYSTEMS II	2	0	3	3
AUT	105	CHASSIS & SUSPENSION	3	0	6	5
AUT	106	MANUAL TRANSMISSIONS & AXLES	3	0	6	5
AUT	107	AUTOMATIC TRANSMISSIONS &				_
A T TITS	100	TRANSAXLES	3	0	6	5
AUT	108	BASIC FUEL SYSTEMS	2	0	6	4
AUT	110	AUTOMOTIVE HEATING/AIR	0	^	C	~
AUT	203	CONDITIONING AUTOMOTIVE ELECTRONICS	3 3	0	6	5 5
AUT	210	BRAKE SYSTEMS	3	0	6	5 5
AUT	218	AUTOMOTIVE FUEL INJECTION	3	0	9	6
AUT	219	ENGINE PERFORMANCE &	J	U	9	O
2101	210	DRIVEABILITY	3	0	9	6
AUT	220	AUTOMOTIVE SERVICING	2	0	6	4
ELN	106	CONTROL DEVICES: AUTOMOTIVE	3	2	0	4
				_	-	
		TOTALS	41	6	87	73
RELA	TED (COURSES				
MAT	100	FUNDAMENTALS OF				
2,222	100	MATHEMATICS	5	0	0	5
			_			
		TOTALS	5	0	0	5
GENE	ERAL (COURSES				
ENG	101	GRAMMAR & COMPOSITION I	9	0	0	0
ORI	100	NEW STUDENT SEMINAR	3	0	0	3 1
PSY	106	APPLIED PSYCHOLOGY	3	0	0	3
	200		0	0	0	U
		TOTALS	7	0	0	7
TOTA	L CRI	EDITS FOR DIPLOMA	== 53	6	87	== 85

ADDITIONAL COURSES FOR AAS DEGREE

MAJ	MAJOR COURSES		CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
AUT	221	AUTOMOTIVE INTERNSHIP I	0	0	20	2
AUT AUT or	224 222	AUTOMOTIVE PRACTICES I AUTOMOTIVE INTERNSHIP II	0	0	20	2
AUT	225	AUTOMOTIVE PRACTICES II				
		TOTALS	0	0	40	4
RELA	TED (COURSES				
CAS	101	PERSONAL COMPUTER FAMILIARIZATION	2	2	0	3
MAT PHY	101 111	ALGEBRA I APPLIED SCIENCE	5	0 2	0	5 4
PHY	113	PRINCIPLES OF ELECTRICITY	3	2	0	4
		TOTALS	13	6	0	16
GENE	ERAL (COURSES				
ENG ENG	102 204	GRAMMAR & COMPOSITION II ORAL COMMUNICATIONS	3	0	0	3 3
*	201	SOCIAL SCIENCE ELECTIVES	6	0	0	6
		TOTALS	12	0	0	12
ТОТА	TOTAL CREDITS FOR AAS DEGREE		78	12	127	117

^{*}Recommended Social Science Electives:
PSY 102, 104, 120, 155, 228; SOC 100, 101, 102, 103; SSC 101

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

BANKING AND FINANCE (T-112)

The purposes of the Banking and Finance curriculum are to prepare the individual to enter the banking and finance industries, to provide an educational program for the banking employees wanting to receive the American Institute of Banking certificate, and to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices; teller operations; lending and collections procedures, financial analysis; and marketing and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks, and credit companies.

MAJ	OR CC	OURSES	CLASS	LAB	CLIN/ SHOP	CREDIT
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	152	PRINCIPLES OF ACCOUNTING	3	2	0	4
AIB	202	PRINCIPLES OF BANK OPERATI	ON 4	0	0	4
AIB	205	BANK MANAGEMENT	4	0	0	4
AIB	209	INSTALLMENT CREDIT	4	0	0	4
AIB	210	MONEY AND BANKING	4	0	0	4
AIB	215	BRANCH MANAGEMENT	2	4	0	4
AIB	219	CREDIT ADMINISTRATION	4	0	0	4
AIB	220	BANK CARDS	3	. 0	0	3
+AIB	230	INTRODUCTION TO COMMERCIA				
		LENDING	4	0	0	4
AIB	231	SAVINGS & TIME DEPOSIT				
		BANKING	4	0	0	4
+AIB	232	AGRICULTURAL FINANCE	4	0	0	4
+AIB	233	ANALYZING FINANCIAL				
4.770	000	STATEMENTS	4	0	0	4
AIB	239	BANK PUBLIC RELATIONS &				
ATD	050	MARKETING	4	0	0	4
AIB	250	REAL ESTATE FINANCE	4	0	0	4
AIB	259	LAW AND BANKING	4	0	0	4
		TOTALS	59	8	0	63
RELA	TED (COURSES				
BUS	109	BUSINESS MATHEMATICS	5	0	0	5
BUS	165	INTRODUCTION TO BUSINESS	5	0	0	5
BUS	206	BUSINESS COMMUNICATIONS	3	0	0	3
BUS	235	BUSINESS MANAGEMENT	3	0	0	3
BUS	272	PRINCIPLES OF SUPERVISION	3	0	0	3
CSC	112	BASIC I	2	2	0	3
ECO	151	ECONOMICS I	3	0	0	3
ECO	152	ECONOMICS II	3	0	0	3
OSC	102	BEGINNING KEYBOARDING	2	0	3	3
		TOTALS	29	2	3	31

GENI	ERAL	EDUCATION	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1 3
PSY	106 102	APPLIED PSYCHOLOGY	3	0	0	3
*	102	PRINCIPLES OF SOCIOLOGY BUSINESS ELECTIVES	3 4	0	0	3
		DOBINESS ELECTIVES	4	0	0	4
		TOTALS	23	0	0	23
TOTA	L CR	EDITS FOR AAS DEGREE	111	10	3	117
TOTA	L CR	EDITS FOR CERTIFICATE				
AIB	202	PRINCIPLES OF BANK OPERATION	ON 4	0	0	4
AIB	210	MONEY AND BANKING	4	0	0	4
AIB	233	ANALYZING FINANCIAL				
ATT	050	STATEMENTS	4	0	0	4
AIB	259	LAW AND BANKING	4	0	0	4
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
		TOTALS	19	0	0	19

+AIB 213, 228, or 229 will substitute for AIB 230, 232, or 233

The following courses may be substituted for AIB courses on a credit for credit basis: ACC 143, 144, 267; BAF 136, 137, 138, 139, 142, 145, 146, 147, 148, 149, 150, 151, 153

ACC 222, 223, 225; BUS 134, 219, 231, 290A, 290B, 290C, CAS 240, 241, 100; OSC 103, 110, 112

Cooperative Education Work Experience:

- Up to 4 credit hours may be shustituted for AIB 213, 228, 229, 230, 232, 233
- Up to 4 credit hours may be taken in lieu of required electives.

This curriculum is offered only in the evening.

^{*}Recommended Business Electives:

BUSINESS ADMINISTRATION (T-018)

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications, and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	152	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	153	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	226	PAYROLL ACCOUNTING	3	2	0	4
ACC	229	TAXES	3	2	0	4
BUS	109	BUSINESS MATHEMATICS	5	0	0	5
BUS	117	ELECTRONIC CALCULATOR	2	0	3	3
BUS	123	BUSINESS FINANCE	3 5	0	0	3
BUS BUS	165 166	INTRODUCTION TO BUSINESS BUSINESS LAW I	.3	0	0	5 3
BUS	167	BUSINESS LAW I	ა 3	0	0	3
BUS	230	OFFICE MANAGEMENT	ა 3	0	0	3
BUS	235	BUSINESS MANAGEMENT	3	0	0	3
BUS	272	PRINCIPLES OF SUPERVISION	3	0	0	3
MKT	232	SALES DEVELOPMENT	3	0	0	3
MKT	239	MARKETING	5	. 0	0	5
MKT	243	ADVERTISING	3	2	0	4
		TOTALS	56	12	3	63
RELA	TED (COURSES				
BUS	206	BUSINESS COMMUNICATIONS	3	0	0	3
BUS	231	COMPUTERIZED INVENTORY	2	2	0	3
CAS	100	INTRO TO MICROCOMPUTER				
		APPLICATIONS	2	0	3	3
CAS	240	SPREADSHEET APPLICATIONS				
		PROCEDURES	2	0	3	3
ECO	108	CONSUMER ECONOMICS	3	0	0	3
ECO	151	ECONOMICS I	3	0	0	3
ECO	152	ECONOMICS II	3	0	0	3
OSC *	102	BEGINNING KEYBOARDING	2	0	3.	3
4		BUSINESS ELECTIVES	9	0	0	9
		TOTALS	29	2	9	33

GENI	ERAL	EDUCATION	CLASS	LAB	CLIN/ SHOP	HOURS
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	151	GENERAL PSYCHOLOGY I	4	0	0	4
*		SOCIAL SCIENCE ELECTIVE	3	0	0	3
		TOTALS	20	0	0	20
		ELECTIVES	3	0	0	3
ТОТА	L CR	EDITS FOR AAS DEGREE	108	== 14	12	== 119

^{*}Recommended Electives

Business Electives:

ACC 222, 223, 225; BUS 134, 219, 290A, 290B, 290C; CAS 241, 242, 243; CSC 115; OSC 103, 110, 112; ECO 153; ENG 106; INS 215, 216; MAT 101, 103; MKT 241, 242, 244

Social Science Electives:

ANT 160, 161; GEO 151; HIS 151, 152, 160, 161; POL 102, 103, 251; PSY 102, 104, 106, 155; SOC 102, 103, 151, 160, 270; SSC 101

Cooperative Education Work Experience:

- Up to 3 credit hours may be substituted for MKT 232.
- Up to 4 credit hours may be taken in lieu of required business electives.
- Up to 3 credit hours may be taken in lieu of required free electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters.

BUSINESS COMPUTER PROGRAMMING (T-022)

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts; data processing techniques; business operations; logic; flow charting; programming procedures and languages and types; uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst, and systems manager.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
CSC CSC	112 114	BASIC I INTRODUCTION TO COMPUTE		2	0	3
		CONCEPTS	3	0	0	3
CSC	116	COMPUTER SYSTEMS	4	0	0	4
CSC CSC	118 147	COBOL PERSONAL COMPUTER	2	4	0	4
~~~		OPERATING SYSTEM	3	2	0	4
CSC	148	C LANGUAGE	2	4	0	4
CSC	149	ADVANCED C LANGUAGE	2	4	0	4
CSC CSC	215 216	ADVANCED COMPUTER SYSTEM DATA COMMUNICATIONS &		0	0	4
aaa	000	NETWORKING	2	4	0	4
CSC CSC	223	RPG ADVANCED RPG	$\frac{2}{2}$	4	0	4
CSC	$\frac{224}{240}$	DATA PROCESSING PRACTICE		4 0	0	4
CSC	240	DATA PROCESSING PRACTICE		0	0	1
*	241	CSC ELECTIVES	20	. 0	0	20
		TOTALS	48	48	0	64
RELA	TED (	COURSES				
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC ACC	152	PRINCIPLES OF ACCOUNTING	3	2	0	4
BUS	153 109	PRINCIPLES OF ACCOUNTING BUSINESS MATHEMATICS	3 5	2	0	4
*	109	BUSINESS OR ACCOUNTING	б	U	0	5
		ELECTIVES ON ACCOUNTING	8	0	0	8
		TOTALS	22	6	0	25
GENI	ERAL I	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG ENG	102 103	GRAMMAR & COMPOSITION II REPORT WRITING	3	0	0	3
ENG	100	MEFORT WRITING	3	0	0	3

GENI	ERAL	EDUCATION (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ENG MAT ORI	204 101 100	ORAL COMMUNICATIONS ALGEBRA I NEW STUDENT SEMINAR PSYCHOLOGY ELECTIVE SOCIOLOGY ELECTIVE	3 5 1 3 3	0 0 0 0	0 0 0 0	3 5 1 3
		TOTALS	24	0	0	24
		ELECTIVES	5	0	0	5
TOTAL CREDITS FOR AAS DEGREE			99	<del>=</del> 54	0	<del>=</del> 118

^{*}Recommended Electives

Major Electives:

CAS 101, 105; COE 101-107; CSC 102, 103, 104, 113, 119, 144, 151, 204, 208, 209, 210, 233, 234, 236, 237, 245, 246, 247

**Business Electives:** 

ACC 222, 225, 226, 229; BUS 165, 166, 167, 235, 272; COE 101-107

Social Science Electives:

PSY 102, 104, 106, 155; SOC 102, 103, 151

Cooperative Education Work Experience: Up to 5 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

### CERTIFICATE PROGRAM

MAJO	or co	URSES	CLASS	LAB		CREDIT				
CAS	105	INTRO TO COMPUTERS:								
aaa	100	MANAGING SOFTWARE	2	2	0	3				
CSC	102	PROBLEM SOLVING TECHNIQUAND APPLICATIONS	JES 3	0	0	3				
CSC	104	INTRO TO COMPUTERS:	o	Ū	U	· ·				
0.00		OPERATING SYSTEMS	2	2	0	3				
CSC	112	BASIC I	2	2	0	3				
CSC	113	BASIC II	2	4	0	4				
CSC	114	INTRODUCTION TO COMPUTE								
		CONCEPTS	3	0	0	3				
CSC	118	COBOL	. 2	4	0	4				
CSC	144	PC MANAGEMENT &								
000		MAINTENANCE	2	4	0	4				
CSC	147	PERSONAL COMPUTER	0	0	0					
		OPERATING SYSTEM	3	2	0	4				
		TOTALS	21	20	0	31				
RELA	TED (	COURSES								
BUS	109	BUSINESS MATHEMATICS	5	0	0	5				
GENE	ERAL 1	EDUCATION								
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3				
ORI	100	NEW STUDENT SEMINAR	1	0	0	1				
		TOTALS	4	0	0	4				
ТОТА	TOTAL CREDITS FOR CERTIFICATE ${30}$ ${20}$ ${0}$ ${40}$									

### COMMERCIAL ART AND ADVERTISING DESIGN (T-070)

Students in the Commercial Art and Advertising Design curriculum study advertising, illustration, layout, typography design, photography, graphic communication, and production.

Commercial artists and advertising designers create and design layouts and art work for print and audiovisual media. They may design and prepare letterheads, brochures, illustrations, and art for publication; produce package design; and prepare lettering, type, and art for print and audiovisual media.

Job opportunities for graduates of this program may be in art and design studios, advertising agencies, department stores, industrial advertising departments, government agencies, television and film studios, and the printing and publishing industry.

MAJOR CO	MIDSES	CLASS	T.AR	CLIN/ SHOP	CREDIT
MAJORCC	ORSES	CLLIDS	LAL KAD	DILOI	110010
ART 102	DRAWING I	2	4	0	4
ART 103	DRAWING II	2	4	0	4
ART 104	DRAWING III	2	4	0	4
DES 112	TYPOGRAPHY I	2	4	0	4
DES 113	TYPOGRAPHY II	2	4	0	4
DES 114	COMPUTER I	2	4	0	4
DES 116	COMPUTER II	2	4	0	4
DES 117	COMPUTER III	2	4	0	4
DES 118	COMPUTER IV	2 2	4	0	4
DES 119	HISTORY OF DESIGN	2	0	0	2
DES 120	ILLUSTRATION I	2	4	0	4
DES 121	DESIGN I	2	4	0	4
DES 122	GRAPHIC DESIGN I	2	4	0	4 4
DES 123	GRAPHIC DESIGN II	2	4	0	4
DES -210	PRODUCTION	2 2	4	0	4
DES 212	ILLUSTRATION II	2	4	0	4
DES 213	ILLUSTRATION III	2		0	4
DES 214	TYPOGRAPHY III	2	4	0	4
DES 224	GRAPHIC DESIGN III	2	4	0	$\overline{4}$
DES 225	GRAPHIC DESIGN IV	2	_	0	4
DES 226	GRAPHIC DESIGN V PORTFOLIO DEVELOPMENT	2	4	0	4
DES 235	PORTFOLIO DEVELOPMENT	4			
	TOTALS	44	84	0	86
RELATED	COURSES				
TOLDINA K LID					
MAT 100	FUNDAMENTALS OF	5	0	0	5
	MATHEMATICS	2		3	3
OSC 102	BEGINNING KEYBOARDING	$\frac{2}{2}$		0	4
+PHO 116	PHOTOGRAPHY	$\overset{2}{2}$		0	$\hat{4}$
+PHO 217	PHOTOGRAPHY	2			
	TOTALS	11	8	3	16

GENE	RAL	EDUCATION	CLASS	LAB		CREDIT
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
脒		SOCIAL SCIENCE ELECTIVES	6	0	0	6
		TOTALS	19	0	0	19
		ELECTIVES	3	0	0	3
TOTA	L CR	EDITS FOR AAS DEGREE	77	92	3	== 124

- +PHO 114 and PHO 115 are equivalent to PHO 116
- +PHO 215 and PHO 216 are equivalent to PHO 217

Student may take any 6 hours of social science

Cooperative Education Work Experience:

- Up to 4 credit hours may be substituted for DES 123.
- Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

^{*}Recommended Social Science Electives:

# CRIMINAL JUSTICE: PROTECTIVE SERVICES TECHNOLOGY (T-129)

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement, and security services.

The curriculum offers a core of courses providing basic knowledge, skills, and attitudes in correctional services, law enforcement services, and security services. It includes subjects such as interpersonal communications, law, psychology, and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study subjects such as confinement facility administration, correction law, counseling, probation-parole services, and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems, and surveillance.

Job opportunities are available with federal, state, county, and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

					CLIN/	CREDIT
MAJC	R CO	URSES	CLASS	LAB	SHOP	HOURS
CJC	101	INTRODUCTION TO CRIMINAL				
		JUSTICE	3	0	0	3
CJC	109	INTERVIEWING	3	0	0	3
CJC	110	JUVENILE DELINQUENCY	3	0	0	3
CJC	113	CORRECTIONS LAW	3	0	0	3
CJC	115	CRIMINAL LAW I	3	0	0	3
CJC	116	CRIMINAL LAW II	3	0	0	3
CJC	125	CRIMINAL PROCEDURES & NC				
		COURT SYSTEM	3	0	0	3
CJC	205	EVIDENCE	3	0	0	3
CJC	210	TECHNIQUES OF INVESTIGATION	ONI 3	0	0	3
CJC	213	IDENTIFICATION TECHNIQUES	3	2	0	4
CJC	240	DEFENSIVE TACTICS &	2	2	0	3
		CUSTODIAL SAFEGUARDS			_	0
COR	203	INTRODUCTION TO CORRECTION	ONS 3	0	0	3
COR	204	CORRECTIONS & COMMUNITY				
		RELATIONS	2	0	0	2
COR	207	CONFINEMENT FACILITIES	3	0	0	3
		ADMINISTRATION				
COR	208	CORRECTIONS CASE			^	0
		MANAGEMENT	3	0	0	3
COR	234	COMMUNITY BASED CORRECTI	ONS 3	0	0	3 2
LEX	103	LEGAL RESEARCH I	1	2	0	2

MAJO	OR CO	URSES (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS		
LEX	125	JUVENILE LAW	3	0	0	3		
MHT	213	DYNAMICS OF SUBSTANCE ABU		0	0	3		
PSY	224	REHABILITATION TECHNIQUES		0	0	3		
REC	202	INTRODUCTION TO RECREATION	ON					
		SERVICES	2	0	0	2		
SOC	201	MARRIAGE & THE FAMILY	3	0	0	3		
		ELECTIVES	3	0	0	3		
		TOTALS	64	-6		67		
RELA	ATED (	COURSES						
CAS MAT	100 100	INTRO TO MICROCOMPUTERS FUNDAMENTALS OF	2	0	3	3		
IVLAI	100	MATHEMATICS	5	0	0	5		
POL	102	NATIONAL GOVERNMENT	3	0	0	3		
POL	103	STATE AND LOCAL GOVERNME		0	0	3		
PSY	103	ADOLESCENT PSYCHOLOGY	3	0	0	3		
PSY	228	DEVIANT BEHAVIOR	3	0	0	3		
SAF	110	FIRST AID & MEDICAL						
		TERMINOLOGY	2	2	0	3		
SPA	101	SPANISH FOR CRIMINAL JUSTI	CE 5	0	0	5		
		TOTALS	26	2	3	28		
GENE	ERAL	EDUCATION						
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3		
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3		
ENG	103	REPORT WRITING	3	0	0	3		
ENG	204	ORAL COMMUNICATIONS	3	0	0	3 1		
ORI	100	NEW STUDENT SEMINAR	1	0	0	1		
PSY	102	GENERAL PSYCHOLOGY	3	0	0	3		
SOC	102	PRINCIPLES OF SOCIOLOGY	3	0	0	3		
		TOTALS	19	0	0	19		
		FREE ELECTIVES	3	0	0	3		
TOTA	TOTAL CREDITS FOR AAS DEGREE $\frac{=}{112} = \frac{=}{8} = \frac{=}{3}$							

Recommended Electives: CJC 120, 202, 215; COE 101-107; COR 249; OSC 110; PSY 104

Cooperative Education Work Experience:

- Up to 2 credits may be substituted for CJC 202.
- Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

### EARLY CHILDHOOD ASSOCIATE (T-073)

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in areas such as child growth and development, physical and nutritional needs of children, care and guidance of children, and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in areas such as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps, and recreational centers.

MA	JOR (	COTI	TRSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
IVIZ X			140110				
EDI	J 102	2	CHILD, HEALTH, SAFETY, &				
			NUTRITION		5 0	0	5
EDU	J 103		CHILD CARE CREDENTIAL I		3 0	0	3
EDU			CHILD CARE CREDENTIAL II		3 0	0	3
EDU		8	EARLY CHILDHOOD CURRICUL	UM	5 0	0	5
EDU		9	GUIDING YOUNG CHILDREN'S				
			BEHAVIOR		3 0	0	3
EDI	J 11	5	AUDIOVISUAL & MEDIA				
			INSTRUCTION		3 0	0	3
EDU	J 20:	1	CHILDREN'S ISSUES IN TODAY	"S	_		0
			SOCIETY		2 0		2
EDI	U 203		EXCEPTIONAL CHILDREN		5 0		5
EDI	U 204	4	PARTNERSHIP WITH PARENTS		3 0		3
EDU	U 21:	1	LANGUAGE ARTS TECHNIQUES	S	3 0	0	3
EDI	U 22		SEMINAR PRACTICUM:			15	6
			PRESCHOOL		1 0	15	O
EDI	U 22		SEMINAR PRACTICUM:		1 0	15	6
			PRESCHOOL		1 0	19	O
EDI	U 22		SEMINAR PRACTICUM:		1 0	15	6
J. (			PRESCHOOL		3 0		3
EDI			INFANT AND TODDLER CARE		3 0	_	3
EDI		_	CREATIVE ACTIVITIES I		3 0		3
EDI			CREATIVE ACTIVITIES II PRESCHOOL ADMINISTRATION		0		
EDI	U 23	2	PRESCHOOL ADMINISTRATION	4 00	3 0	0	3
			SUPERVISION				
			TOTALS	5	0 0	45	65
RE	LATE	D C	OURSES				
EN	G 21	7	CHILDREN'S LITERATURE		3 0		3
MA		0R	COMPUTATIONAL SKILLS		5 0		5
OSC			BEGINNING KEYBOARDING		2 (	3	3
PE			FOUNDATIONS IN PHYSICAL				0
1 101	10	т.	EDUCATION		2 0	_	2
PSY	Y 11	5	CHILD GROWTH & DEVELOPMENT	I	3 (	0	3

RELATED COURSES (Cont'd.)			CLASS	LAB	CLIN/ SHOP	HOURS
PSY	116	CHILD GROWTH & DEVELOPMENT II		0	0	3
SOC	100	JOB SEARCH & CAREER PLANNI		0	0	3
SOC	221	FAMILY	3	0	0	3
		TOTALS	24	0	3	25
GENERAL EDUCATION						
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	102	GENERAL PSYCHOLOGY	3	0	0	3
SOC	102	PRINCIPLES OF SOCIOLOGY	3	0	0	3
SPH	151	VOICE & DICTION	3	0	0	3
		TOTALS	19	0	0	19
		FREE ELECTIVES	3	0	0	3
TOTAL CREDITS FOR AAS DEGREE			96	=	48	112

Cooperative Education Work Experience:

- Up to 2 credit hours may be substituted for EDU 201.
- Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

## **ELECTRONICS ENGINEERING TECHNOLOGY (T-045)**

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, engineering aide, laboratory technician, supervisor, or equipment specialist.

MAJ	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ELC	101	FUNDAMENTALS OF ELECTRICITY	I 4	4	0	6
ELC	102	FUNDAMENTALS OF ELECTRICITY		4	0	6
ELC	210	ROTATING DEVICES	2	2	0	3
ELN	100	INTRODUCTION TO ELECTRON	ICS 3	2	0	4
ELN	101	ELECTRONIC INSTRUMENTS &				
		MEASUREMENTS	1	4	0	3
ELN	105	CONTROL DEVICES	4	4	0	6
ELN	205	APPLICATION OF TRANSISTORS	5 5	6	0	8
ELN	210	SEMICONDUCTOR CIRCUIT	5	4	0	7
		ANALYSIS	5 4	4	0	6
ELN	211	COMMUNICATION CIRCUITS	-	0	3	4
ELN	214	FUNDAMENTALS OF DIGITAL ELN FUNDAMENTALS OF DIGITAL ELN		0	3	4
ELN	215	ELECTRONIC SYSTEMS	5	4	0	7
ELN		INTRODUCTION TO	Ü	1		·
ELN	231	MICROPROCESSORS	3	0	3	4
		MICROPROCESSORS			-	
	-	TOTALS	46	38	9	68
REL	ATED	COURSES				
MAT	101	ALGEBRA I	5	0	0	5
MAT		TRIGONOMETRY	5	0	0	5
MAT		ALGEBRA II	4		0	4
MAT		CALCULUS I	3		0	3
MAT		CALCULUS II	3		0	3
PHY	101	PHYSICS	4		0	5 5
PHY	102	PHYSICS	4		0	4
PHY	104	PHYSICS	3		0	4
*		RELATED ELECTIVES	4	U	U	-7
. · .		TOTALS	35	6	0	38
GEN	ERAL	EDUCATION				
TINIC	1 101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG		GRAMMAR & COMPOSITION II	3		0	3
ENG		REPORT WRITING	3		0	3

GENI	ERAL I	EDUCATION (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ENG ORI *	204 100	ORAL COMMUNICATIONS NEW STUDENT SEMINAR SOCIAL SCIENCE ELECTIVES	3 1 6	0 0 0	0 0 0	3 1 6
		TOTALS	19	0	0	19
		ELECTIVES	3	0	0	3
TOTAL CREDITS FOR AAS DEGREE			== 103	44	9	== 128

^{*}Recommended Electives

Related Electives:

DFT 107, 110; CSC 112, 114, 140; 147; ELN 245; MEC 112

Social Science Electives:

PSY 102, 104; SOC 102, 103

Cooperative Education Work Experience: Up to 6 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

# GENERAL TECHNOLOGY CURRICULUM CORE (T-201)

The General Technology Curriculum Core is designed for technical students who wish to acquire general education and related courses in subject areas such as English, humanities, social sciences and sciences. Courses are chosen based on the individual needs of the student and the curriculum that the student plans to enter. The student may take this program prior to enrolling in a specific health science curriculum as an intended objective component of that curriculum, or the student may take this program for transfer to a technical curriculum at another community college.

MA TA	OD CO	URSES	OT A CC	TATO		CREDIT
MAD	or co	URSES	CLASS	LAB	SHOP	HOURS
BIO	100	INTRODUCTION TO HUMAN				
DIO	100	BIOLOGY	5	0	0	5
BIO	101	BASIC LIFE SCIENCES	5	0	0	5
BIO	101A	BASIC LIFE SCIENCES LAB	0	2	0	1
BIO	151	HUMAN ANATOMY & PHYSIOLOGY	I 3	2	0	4
BIO	152	<b>HUMAN ANATOMY &amp; PHYSIOLOGY</b>	II 3	2	0	4
BIO	153	<b>HUMAN ANATOMY &amp; PHYSIOLOGY</b>	III 3	2	0	4
BIO	206	MICROBIOLOGY	3	2	0	4
BIO	251	CELLS & PLANTS	3	2	0	4
BIO	252	ANIMAL BIOLOGY	3	2	0	4
BIO	253	EVOLUTION & ECOLOGY	3	2	0	4
BUS	206	BUSINESS COMMUNICATIONS	3	0	0	3
BUS	272	PRINCIPLES OF SUPERVISION	3	0	0	3
CAS	100	INTRO TO MICROCOMPUTER				
		APPLICATIONS	2	0	3	3
CAS	101	PERSONAL COMPUTER				
		FAMILIARIZATION	2	2	0	3
CHM	105	GENERAL CHEMISTRY	3	2	0	4
CHM	106	ORGANIC AND BIOCHEMISTRY	3	2	0	4
CHM	110	CHEMISTRY FOR HEALTH			0	,
		SCIENCES	3	2	0	4
CHM	251	INORGANIC CHEMISTRY	3	2	0	4
CHM	252	ORGANIC CHEMISTRY	3	2	0	4
CHM	253	BIOCHEMISTRY	3	2	0	3
ENG	101	GRAMMAR & COMPOSITION I	3	0	U	ð
ENG	101A	GRAMMAR AND COMPOSITION	0	2	0	1
Tira	400	LAB	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	-	U	U	U
ENG	102A	GRAMMAR AND COMPOSITION	0	2	0	1
TING	400	LAB	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	106	SPELLING TECHNIQUES	3	0	0	3
ENG	151	COMPOSITION I	3	0	0	3
ENG	152	COMPOSITION II	3	0	0	3
ENG	153	COMPOSITION III ORAL COMMUNICATIONS	3	0	0	3
ENG	204	PERSONAL AND COMMUNITY	U	U		
HEA	151	HEALTH	3	0	0	3
LIB	151	LIBRARY RESEARCH SKILLS	2	0	0	2
LIB	151	LIDRARI RESEAROH SIMILES	-			

					CLIN/	CREDIT
MAJO	OR CO	URSES (Cont'd.)	LASS	LAB	SHOP	HOURS
75 0° A 777	100	ELINID ANGENIMAT CLOSE				
MAT	100	FUNDAMENTALS OF	=	0	0	E
MAT	100R	MATHEMATICS COMPUTATIONAL SKILLS	5 5	0	0	5 5
MAT	100K	ALGEBRA I	5	0	0	5
MAT	101	TRIGONOMETRY	5	0	0	5
MAT	102	ALGEBRA II	4	0	0	4
MAT	103	CALCULUS	3	0	0	3
MAT	114	MEDICAL DOSAGE CALCULATION		0	0	2
MAT	145	INTERMEDIATE ALGEBRA	4	0	0	4
MAT	151	COLLEGE ALGEBRA	5	0	0	5
NUT	101	NUTRITION	2	0	0	2
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
ORI	101	STUDY AND TEST TAKING SKILL	S 1	0	0	1
OSC	101	PRINCIPLES OF BUSINESS				
		ENGLISH	- 5	0	0	5
OSC	102	BEGINNING KEYBOARDING	2	0	3	3
OSC	103	INTERMEDIATE KEYBOARDING	2	0	3	3
OSC	110	WORD PROCESSING	2	0	3	3
OSC	201	INTRODUCTION TO				
		TRANSCRIPTION	3	0	0	3
OSC	215	MEDICAL LAW & ETHICS	3	0	0	3
OSC	248	MEDICAL INSURANCE	3	0	0	3
PHY	101	PHYSICS	4	2	0	5
PHY	102	PHYSICS	4	2	0	5
PHY	104	PHYSICS	4	2	0	5
PHY	120	INTRODUCTION TO THE METRIC				
2011	100	SYSTEM	3	0	0	3
PSY	102	GENERAL PSYCHOLOGY	3	0	0	3
PSY	104	HUMAN RELATIONS	3	0	0	3
PSY	106	APPLIED PSYCHOLOGY	3	0	0	3
PSY	120	HUMAN GROWTH &	3	0	0	0
PSY	155	DEVELOPMENT GENERAL PSYCHOLOGY	ა 5	0	0	3 5
PSY	270	CHILD PSYCHOLOGY	5	0	0	5
PSY	280	ABNORMAL PSYCHOLOGY	3	0	0	3
SOC	100	JOB SEARCH & CAREER PLANNIN		0	0	3
SOC	102	PRINCIPLES OF SOCIOLOGY	3	0	0	3
SOC	103	SOCIAL PROBLEMS	3	0	0	3
SOC.	151	SOCIOLOGY	5	0	0	5
SOC	160	COURTSHIP & MARRIAGE	5	0	0	5
SOC	221	FAMILY	3	0	0	3
SPH	151	VOICE & DICTION	3	0	0	3
SPH	160	PUBLIC SPEAKING	3	ő	Ő	3

Students enrolled in the curriculum will be preparing for the following: Imaging, Medical Assisting, Medical Office Technology, Medical Record Technology, Medical Sonography, Nuclear Medicine Technology, Nursing Education, Occupational Therapy Assistant, Radiation Therapy, Radiologic Technology or Respiratory Care Technology.

# **HUMAN SERVICES TECHNOLOGY (T-136)**

The Human Services Technology curriculum is designed to prepare graduates for entry into a variety of positions in institutions and agencies which provide social, community and educational services to people. Along with the human services courses, the curriculum provides for electives that allow the student to specialize in a specific work interest area. During the last five quarters, emphasis is pertinent to the chosen area. Internships in one or more areas of human services are included in the final phases of the curriculum.

Graduates may find employment in child care agencies, family services agencies, hospitals, mental health centers, public welfare departments, schools, and rehabilitation agencies.

Individuals desiring a career in Human Services Technology should, if possible, take biology, psychology and sociology courses prior to entering the program.

						CREDIT
MAJO	OR CO	URSES	CLASS	LAB	SHOP	HOURS
			0		0	4
+HSE	102	ORIENTATION LAB I	0	2	0	1
HSE	111	INTRODUCTION TO HUMAN		0	0	4
		SERVICES	3	0	3	4
HSE	112	GROUP PROCESSES I	1	0	3	2
HSE	112P	PRACTICUM I	1	0	6	3
HSE	113	GROUP PROCESSES II	1	0	3	2
HSE	113P	PRACTICUM II	1	0	6	3
HSE	114	INTERVIEWING & COUNSELIN	G 3	2	0	4
HSE	115	FIELD EXPERIENCE	2	0	30	12
HSE	120	ACTIVITIES IN HUMAN SERVICE		2	0	3
+HSE	202	ORIENTATION LAB II	0	2	0	1
HSE	210P	PRACTICUM III	1	0	6	3
HSE	215	HUMAN SERVICES SEMINAR	3	0	0	3
HSE	216	GROUP PROCESSES III	1	0	3	2
HSE	227	THERAPEUTIC COMMUNITIES	1	2	0	2 2 5 5
MHT	201	MENTAL HEALTH CARE	3	0	4	5
MHT	209	TREATMENT MODALITIES	4	2	0	5
MHT	225	CRISIS INTERVENTION	4	0	0	4
PSY	221	LEARNING & BEHAVIOR	5	2	0	6
PSY	223	ADDICTIVE BEHAVIOR	3	0	0	3
		momat C	39	14	64	68
		TOTALS	90	1-1	0.2	
RELA	ATED (	COURSES				
BIO	100	INTRODUCTION TO HUMAN	5	0	0	5
DOTT	100	BIOLOGY	9	0	0	
PSY	120	HUMAN GROWTH & DEVELOPMENT	3	0	0	3
PSY	213	APPLIED BEHAVIOR DISORDER		0	0	2 5
PSY		EXCEPTIONALITY	5	0	0	5
POI	222	EVOELIONATIII				

RELA	TED (	COURSES (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
PSY	230	PSYCHOLOGY & PHYSIOLOGY				
PSY	280	AGING ABNORMAL PSYCHOLOGY	3 3	0	0	3 3
SOC	160	COURTSHIP AND MARRIAGE	5	0	0	5
		TOTALS	<b>26</b>	0	0	26
GENI	ERAL I	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3 1 5
ORI PSY	100 155	NEW STUDENT SEMINAR GENERAL PSYCHOLOGY	1 5	0	0	1
SPH	160	PUBLIC SPEAKING	3	0	0	3
		TOTALS	18	0	0	18
		ELECTIVES	3	0	0	3
TOTA	L CRI	EDITS FOR AAS DEGREE	86	14	64	115
+One	(1) cre	dit hour from the following may be s	ubstituted	for HS	E 102 or	HSE 202:
HSE HSE	108 131, 132,	Change Agentry Lab I Readings in Human Services	0	0	3	1
	133		. 0	2	0	1
HSE HSE	210 231, 232,	Change Agentry Lab II Research in Human Services	0	0	3	1
	233		0	2	0	1

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has program approval by Council for Standards in Human Service Education.

## IMAGING TECHNOLOGY (T-223)

Individuals entering this curriculum must be registered or registry eligible radiologic technologists (by the American Registry of Radiologic Technologists).

Imaging Technology, a specialty for radiographers, is an advanced allied health career which prepares the individual to use specialized equipment to visualize the internal body structures and to image the blood vessels. Graduates gain knowledge and skills at an entry level of proficiency in cardiovascular and vascular techniques, computed tomography and magnetic resonance imaging. The imaging technologist works in conjunction with physicians in performing the special diagnostic procedures. The technologist, through academic and clinical studies, is prepared to provide patient care while performing the advanced non-invasive/invasive radiographic procedures.

Imaging technologists may find employment in hospitals and facilities where vascular/interventional, cardiovascular/interventional, computerized tomography scanning, and magnetic resonance imaging are performed. Responsibilities would include operation of advanced radiographic and other specialty equipment, emergency patient care, professional communication, quality assurance, and radiation protection.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
RAD	251	INTRODUCTION TO SPECIAL	4	0	0	4
DAD	050	IMAGING VASCULAR AND CARDIOVASCUL	4 AD	U	U	4
RAD	252	INTERVENTIONAL PROCEDURE		0	0	8
RAD	253	CT AND MRI PROCEDURES	6	0	0	6
RAD	254	PATIENT CARE AND PROCEDUR	_	4	0	5
RAD	255	CLINICAL EDUCATION	0	0	6	2
RAD	256	CLINICAL EDUCATION	0	0	6	2
RAD	257	CLINICAL EDUCATION	0	0	36	12
RAD	258	CLINICAL EDUCATION	0	0	36	12
RAD	259	PHARMACOLOGY FOR	0	0	0	3
7.17		RADIOGRAPHERS	3	0	0	3
RAD	260	QUALITY ASSURANCE	õ	U	U	υ
		TOTALS	27	4	84	57
RELA	TED (	COURSES				
MAT	101	ALGEBRA I	5	0	0	5
SAF	111	CARDIOPULMONARY RESUSCITATION	1	0	0	1
		TOTALS	6	0	0	6

GENE	ERAL I	EDUCATION	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
CSC	112	BASIC I	2	2	0	3
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	151	GENERAL PSYCHOLOGY	4	0	0	4
		TOTALS	10		0	11
TOTAL CREDITS FOR DIPLOMA			43	6	84	74

Cooperative Education Work Experience is not allowed.

#### NOTE:

The Imaging Technology student may choose to specialize in one of two tracks: invasive (cardiovascular/vascular intervention) or non-invasive (MRI/CT) for clinical emphasis. Didactic and observational clinical instruction will be provided in each area before the track is chosen.

## INDUSTRIAL CONSTRUCTION TECHNOLOGY (T-231)

The Industrial Construction Technology curriculum is designed to prepare students for a diversity of jobs in the construction industry. A wide range of basic technical skills is provided in the mechanical and electrical areas. More advanced and specialized skills are gained in the second year, as the students pursue their choices of technical electives.

Graduates should find employment as technicians with either industrial or construction firms. Students who choose to acquire only the skills training may find employment as skilled/semi-skilled craftsmen in the construction or maintenance of industrial facilities.

## COURSE AND HOUR REQUIREMENTS

MAJ	OR CO	URSES	CLASS	LAB	SHOP	HOURS
ELC	112	ALTERNATING & DIRECT				
		CURRENT	2	0	6	4
HYD	235	HYDRAULICS/PNEUMATICS	3	0	3	4 3
ISC	102	INDUSTRIAL SAFETY	3 4	0	0	3 4
ISC	209	PLANT LAYOUT	3	0	3	4
MEC	103	BASIC SHOP PRACTICES MATERIALS & FASTENERS	2	0	3	3
MEC MEC	209 222	RIGGING & MATERIAL HANDLIN		0	3	3 3
PFT	101	PIPING & VALVES	3	0	3	4
WLD	121	ARC WELDING	2	0	6	4
*	141	TECHNICAL ELECTIVES	18	0	0	18
		TOTALS	42	0	27	51
REL	ATED (	COURSES				
BPR	104	BLUEPRINT READING:				
		MECHANICAL	3	0	0	3
BPR	111	CONSTRUCTION PLANS/SITEWO	RK 1	2	0	2 3
BUS	272	PRINCIPLES OF SUPERVISION	3	0	U	J
CAS	101	PERSONAL COMPUTER	2	. 2	0	3
DIII	100	FAMILIARIZATION DRAFTING AND SKETCHING	1	0	3	2
DFT	103	COMPUTER AIDED DRAFTING	1	0	3	2
DFT MAT	110 100	FUNDAMENTALS OF MATH	5	0	0	5
MAT	101	ALGEBRA	5	0	0	5
PHY	111	APPLIED SCIENCE	3	2	0	4
		TOTALS	24	6	6	29
GEN	ERAL	EDUCATION				
ENIC	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG ENG		GRAMMAR & COMPOSITION II	3	0		3
ENG		REPORT WRITING	3	0		3
ENG		ORAL COMMUNICATIONS	3	0	0	3

CLIN/ CREDIT

CLASS LAB SHOD HOURS

GENI	ERAL	EDUCATION (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT
ORI PSY	100 106	NEW STUDENT SEMINAR APPLIED PSYCHOLOGY SOCIAL SCIENCE ELECTIVE	1 3 3	0 0 0	0 0 0	1 3 3
		TOTALS	19	0	0	19
		ELECTIVES	6	0	0	6
COE	101	COOPERATIVE EDUCATION	0	0	40	4
TOTA	L CRI	EDITS FOR AAS DEGREE	91	<u></u>	<del></del> 73	109

^{*} Recommended Electives

Technical Electives:

ELC 113, 125, 126, 127, 130; ELN 114, 118, 119, 120; MEC 105, 106, 111, 131, 132, 133, 223; PFT 102, 103, 104

Cooperative Education Work Experience: Up to 4 credit hours may be taken in lieu of approved courses.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

## INDUSTRIAL MAINTENANCE TECHNOLOGY (T-119)

The Industrial Maintenance Technology curriculum is designed specifically to teach individuals to maintain, repair and service sophisticated production equipment such as automated and numerically controlled machines used by industry. Training in theory and practical skills will provide the knowledge needed to inspect, diagnose, repair, and install industrial, electrical, and mechanical equipment.

The curriculum is structured to provide employable skills early in the program in areas such as welding, machine shop, hydraulics and pneumatics, metallurgy, and electricity. Students who demonstrate leadership qualities, aptitude, and interest in the field may continue the second year of the program to study maintenance management, rigging, material handling, quality control and supervision.

					CLIN/	CREDIT
MAJC	R CO	URSES	CLASS	LAB	SHOP	HOURS
AHR	101	AIR CONDITIONING &				
		REFRIGERATION	3	0	3	4
AHR	201	PRINCIPLES OF HEATING	3	0	3	4
ELC	112	ALTERNATING & DIRECT				
		CURRENT	2	0	6	4
ELC	113	ALTERNATING CURRENT &				
		DIRECT CURRENT MACHINES &	Z Z			
		CONTROLS	2	0	6	4
ELC	119	INDUSTRIAL ELECTRIC CONTR				
		& SYSTEMS	2	0	6	4
ELC	121	ELECTRICAL TROUBLESHOOTI	NG 1	0	3	2
HYD	235	HYDRAULICS & PNEUMATICS	3	0	3	4
MEC	101	MACHINE PROCESSES	3	0	3	4
MEC	102	MACHINE PROCESSES	3	0	3	4
MEC	114	SHOP PRACTICE	1	0	6	3
MEC	210	PHYSICAL METALLURGY	3	0	3	4
MEC	222	RIGGING & MATERIAL HANDLI	NG 2	0	3	3
MNT	298	MAINTENANCE PROBLEMS I	2	0	3	3
MNT	299	MAINTENANCE PROBLEMS II	2	0	3	3
WLD	120	OXYACETYLENE WELDING	2	0	3	3
WLD	121	ARC WELDING	2	. 0	6	4
WLD	122	COMMERCIAL & INDUSTRIAL				0
		PRACTICE	2	0	3	3
		momat d	38	0	66	60
		TOTALS	90	Ü	00	
RELA	TED (	COURSES				
Italia	TED (					
BPR	104	BLUEPRINT READING:	^	0	0	3
		MECHANICAL	3	0	U	J
BPR	105	BLUEPRINT READING &	0	0	0	3
		SKETCHING	3	0	0	3
BUS	272	PRINCIPLES OF SUPERVISION	3	0	3	2
DFT	101	TECHNICAL DRAFTING	1 3	0	0	3
ISC	102	INDUSTRIAL SAFETY	3	0	0	0

RELA	TED (	COURSES (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT
ISC	201	INDUSTRIAL ORGANIZATION &				
		MANAGEMENT	3	0	0	3
ISC	202	QUALITY CONTROL FUNDAMENTALS OF	3	0	0	3
MAT	100	MATHEMATICS	5	0	0	5
MNT	205	MAINTENANCE MANAGEMENT	3	ő	0	3
PHY	120	INTRODUCTION TO THE METRI	C.	Ĭ		
		SYSTEM	3	0	0	3
		TOTALS	30	0	3	31
GENI	ERAL	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3 1
ORI	100	NEW STUDENT SEMINAR	1 3	0	0	1
PSY	106	APPLIED PSYCHOLOGY SOCIAL SCIENCE ELECTIVES	3 6	0	0	3
~		SOCIAL SCIENCE ELECTIVES	0	U	U	O
		TOTALS	19	0	0	19
		ELECTIVES	6	0	0	6
TOTA	L CR	EDITS FOR AAS DEGREE	93		<del>=</del> 69	<del>=</del> 116

^{*}Recommended Social Science Electives: PSY 102, 104, 120, 228; SOC 100, 101, 102, 103; SSC 101

Cooperation Education Work Experience: Up to 6 credit hours may be taken in lieu of required electives.

Students enrolled three-quarter time and making satisfactory progress should complete this program in sixteen quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is offered in the evening only.

# INDUSTRIAL MANAGEMENT TECHNOLOGY (T-049)

The Industrial Management Technology curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques, and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middlemanagement positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

MAJC	R CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
ACC	229	TAXES	3	2	0	4
BUS	123	BUSINESS FINANCE	3	0	0	3
BUS	166	BUSINESS LAW I	3	0	0	3
BUS	235	BUSINESS MANAGEMENT	3	0	0	3
BUS	272	PRINCIPLES OF SUPERVISION	3	0	0	3
DFT	101	TECHNICAL DRAFTING	1	0	3	2
ISC	102	INDUSTRIAL SAFETY	3	0	0	3
ISC	110	READINGS IN INDUSTRIAL				
		MANAGEMENT	1	0	0	1
ISC	120	READINGS IN INDUSTRIAL				
		MANAGEMENT	1	0	0	1
ISC	130	READINGS IN INDUSTRIAL			0	4
		MANAGEMENT	1	0	0	1
ISC	202	QUALITY CONTROL	3	0	0	3
ISC	203	MOTION ECONOMY	3	0	0	3
ISC	204	VALUE ANALYSIS	3 4	0	0	4
ISC	209	PLANT LAYOUT	4	0	0	4
ISC	213	PRODUCTION PLANNING	5	0	0	5
ISC	231	MANUFACTURING PROCESSES	4	0	0	4
ISC	232	LABOR RELATIONS	5	0	0	5
MKT	239	MARKETING	J	U		
		TOTALS	56	4	3	59
RELA	TED C	COURSES				
CSC	112	BASIC I	2	2	0	3
CSC	114	INTRODUCTION TO COMPUTER				
0.00	111	CONCEPTS	3	0	0	3
ECO	151	ECONOMICS I	3	0	0	3
ECO	152	ECONOMICS II	3	0	0	3 5
MAT	101	ALGEBRA I	5	0	0	Ð
PHY	120	INTRODUCTION TO THE METRI	C	0	0	3
		SYSTEM	3	0	0	3
			10	2	0	20
		TOTALS	19	2	0	20

GENI	ERAL	EDUCATION	CLASS	LAB	CLIN/ SHOP	CREDIT
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	104	HUMAN RELATIONS	3	0	0	3
PSY	106	APPLIED PSYCHOLOGY	3	0	0	3
SOC	103	SOCIAL PROBLEMS	3	0	0	3
		TOTALS	22	0		22
		ELECTIVES	10	0	0	10
TOTA	L CR	EDITS FOR AAS DEGREE	107	<u>=</u> 6	3	111

Cooperative Education Work Experience: Up to 10 credit hours may be taken in lieu of required electives.

Students enrolled one-half to three-quarter time and making satisfactory progress should complete this program in sixteen quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is offered in the evening only.

## LAW ENFORCEMENT TECHNOLOGY (T-064)

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations field and other allied occupations. Law enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, traffic management, and other aspects of law enforcement administration and operations.

Job opportunities are available with federal, state, and municipal governments. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

## COURSE AND HOUR REQUIREMENTS

MAJC	R CO	URSES	CLASS	LAB	SHOP	HOURS	
O.T.O.	101	INTRODUCTION TO CRIMINAL					
CJC	101	JUSTICE JUSTICE	3	0	0	3	
CJC	109	INTERVIEWING	3	0	0	3	
CJC	110	JUVENILE DELINQUENCY	3	0	0	3	
CJC	112	MOTOR VEHICLE LAW	3	0	0	3	
CJC	113	CORRECTIONS LAW	3	0	0	3 3 3	
CJC	115	CRIMINAL LAW I	3	0	0	3	
CJC	116	CRIMINAL LAW II	3	0	0	3	
CJC	120	CRIMINOLOGY	3	0	0	3	
CJC	125	CRIMINAL PROCEDURES & NC				_	
		COURT SYSTEM	3	0	0	3	
CJC	130	POLICE REPORTS AND FORMS	2	2	0	3	
CJC	201	PATROL PROCEDURES	3	0	0	2	
CJC	202	POLICE COMMUNITY RELATION	NS 2 3	0	0	4	
CJC	204	EVIDENCE PHOTOGRAPHY	3	0	0	3	
CJC	205	EVIDENCE		0	0	3	
ClC	210	TECHNIQUES OF INVESTIGATION	$\frac{1}{2}$	2		3	
ClC	211	CRIMINALISTICS IDENTIFICATION TECHNIQUES		2	0	4	
CJC	213	TECHNIQUES OF INVESTIGATION I			0	3	
CJC	$\frac{215}{220}$	POLICE ADMINISTRATION	3	0	0	3	
ClC	240	DEFENSIVE TACTICS & CUSTOI					
CoC	240	SAFEGUARDS	2	2		3	
LEX	103	LEGAL RESEARCH I	1	2		2	
LEX	125	JUVENILE LAW	3	0	0	3	
22221	120	00,121,122					
		TOTALS	59	12	3	66	
RELA	RELATED COURSES						
CAS	100	INTRODUCTION TO				0	
0110	100	MICROCOMPUTER APPLICATIO	NS 2			3 3	
COR	234	COMMUNITY BASE CORRECTIO	NS 3	0	0	3	
MAT	100	FUNDAMENTALS OF		0	0	5	
		MATHEMATICS	5	0	0	U	

CLIN/ CREDIT

RELA	TED (	COURSES (Cont'd.)	LASS	LAB	CLIN/ SHOP	CREDIT HOURS
MHT	213	DYNAMICS OF SUBSTANCE ABUSE	E 3	0	0	3
POL	102	NATIONAL GOVERNMENT	3	0	0	3
POL	103	STATE AND LOCAL GOVERNMEN'		0	0	3
PSY	228	DEVIANT BEHAVIOR	3	0	0	3
SAF	110	FIRST AID & SAFETY MEASURES	2	2	0	3 3 3 5
SPA	101	SPANISH FOR CRIMINAL JUSTICE	5	0	0	5
		TOTALS	29		3	31
GENE	ERAL 1	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3 3 3 1
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	102	GENERAL PSYCHOLOGY	3	0	0	3
SOC	102	PRINCIPLES OF SOCIOLOGY	3	0	0	3
		TOTALS	19	0	0	19
		FREE ELECTIVES	3	0	0	3
TOTA	L CRI	EDITS FOR AAS DEGREE	== 110	== 14	<u></u>	119

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in six quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

## MANUFACTURING ENGINEERING TECHNOLOGY (T-050)

The primary objective of the Manufacturing Engineering Technology curriculum is the training of personnel to assist the engineer or small industry in planning, tooling, operating, servicing, and supervising manufacturing operations. The curriculum provides a basic background of mechanical and related theory with specific skills in the use of manufacturing and testing equipment. Students are given experiences in operating and servicing machines, accompanied by general education and management courses.

A graduate of the program may qualify for an entry position in one of several manufacturing functions: methods analysis, production scheduling, quality control, materials testing, plant layout, time study, machine tooling, maintenance, and equipment and instrument work.

						CREDIT
MAJO	R COU	URSES	CLASS	LAB	SHOP	HOURS
ATR	240	INTRODUCTION TO ROBOTICS	3	2	0	4
DFT	110	COMPUTER-AIDED DRAFTING I	_	_	· ·	_
DFI	110	(CAD)	1	0	3	2
DFT	111	COMPUTER-AIDED DRAFTING I	Ι			
		(CAD)	1	0	3	2
HYD	235	HYDRAULICS & PNEUMATICS	3	0	3	4
ISC	201	INDUSTRIAL ORGANIZATION &				
		MANAGEMENT	3	0	0	3
ISC	202	QUALITY CONTROL	3	0	0	3
ISC	203	MOTION ECONOMY	3	0	0	3
ISC	209	PLANT LAYOUT	4	0	0	4
MEC	101	MACHINE PROCESSES	3	0	3	4
MEC	102	MACHINE PROCESSES	3	0	3	4
MEC	104	APPLIED MECHANICS	5	0	0	5
MEC	201	MANUFACTURING PROCESSES	I 2	2	0	3
MEC	202	MANUFACTURING PROCESSES	II 2	2	0	3
MEC	205	STRENGTH OF MATERIALS	3	2	0	4
MEC	210	PHYSICAL METALLURGY	3	0 2	0	4
MEC	237	CONTROL SYSTEMS	3	2	U	4
MEC	270	INTRODUCTION TO CNC	1	2	0	2
		MACHINING	Т	2	U	4
MEC	272	PROGRAMMING OF CNC	2	2	0	3
		EQUIPMENT	4	4	U	J
		TOTALS	48	14	18	61
RELA	TED C	COURSES				
						_
CHM	101	CHEMISTRY	4	2	0	5
CSC	114	INTRODUCTION TO COMPUTE	R	^	0	0
		CONCEPTS	3		0	3 5
MAT	101	ALGEBRA I	5		0	5
MAT	102	TRIGONOMETRY	5		0	5 4
MAT	103	ALGEBRA II	4	0	U	4

RELA	TED (	COURSES (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS			
MAT	104	CALCULUS I	3	0	0	3			
PHY	101	PHYSICS	4	2	0	5			
PHY	102	PHYSICS	4	2	0	5			
PHY	104	PHYSICS	3	2	0	4			
		TOTALS	35	-8	0	39			
GENE	GENERAL EDUCATION								
ECO	151	ECONOMICS I	3	0	0	3			
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3 3			
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3			
ENG	103	REPORT WRITING	3	0	0	3			
ENG	204	ORAL COMMUNICATIONS	3	0	0				
ORI	100	NEW STUDENT SEMINAR	1 3	0	0	1 3			
PSY	106	APPLIED PSYCHOLOGY	3	0	0	3			
		TOTALS	19	0	0	19			
		ELECTIVES	3	0	0	3			
TOTA	L CRI	EDITS FOR AAS DEGREE	105	<u>=</u>	18	122			

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

## MARKETING AND RETAILING (T-020)

The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retail businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques, management, selling, advertising, retailing, and credit and collection procedures.

Through knowledge and skills gained, the individual will be able to perform marketing and distribution activities and through the development of personal competencies and qualities will be provided the opportunity to enter an array of marketing and distribution jobs.

## COURSE AND HOUR REQUIREMENTS

MAJO	R CO	URSES	CLASS	LAB	CLIN/ SHOP	HOURS
BUS	100	BUSINESS FINANCE	3	0	0	3
BUS	123 165	INTRODUCTION TO BUSINESS	5	0	0	5
BUS	166	BUSINESS LAW I	3	0	0	3
BUS	167	BUSINESS LAW II	3	0	0	3
BUS	206	BUSINESS COMMUNICATIONS	3	0	0	3
BUS	231	COMPUTERIZED INVENTORY				
		PROCEDURES	2	2	0	3
BUS	235	BUSINESS MANAGEMENT	3	0	0	3
CAS	242	DESKTOP PUBLISHING	2	2	0	3
MKT	232	SALES DEVELOPMENT	3	0	0	3
MKT	239	MARKETING	5	0	0	5
MKT	241	BUYING AND MERCHANDISING	3	0	0	3
MKT	242	COMMERCIAL DISPLAY & DESI	GN 2	2	0	3
MKT	243	ADVERTISING	3	2	0	4 3
MKT	244	RETAILING	RN) 0	20	0	2
MKT	245	RETAILING PRACTICUM (INTE	KN) 0	0	0	5
MKT	-246	INTERNATIONAL MARKETING	3	0	0	3
MKT	249	LOGISTICS MANAGEMENT	J	U	U	o o
		TOTALS	51	28	0	57
RELA	TED (	COURSES				
ACC	151	PRINCIPLES OF ACCOUNTING	3			4
ACC	152	PRINCIPLES OF ACCOUNTING	3			4
ACC	153	PRINCIPLES OF ACCOUNTING	3		0	4
ACC	229	TAXES	3			4
BUS	109	BUSINESS MATHEMATICS	5	0	0	5
CAS	100	INTRO TO MICROCOMPUTER		0	0	9
		APPLICATIONS	2			3 3
CAS	240	SPREADSHEET APPLICATIONS	2 3			3
ECO	151	ECONOMICS I	3			3
ECO	152	ECONOMICS II	ა 5		_	5
MAT	101	ALGEBRA I	θ	0	0	
		TOTALS	32	8	6	38

CLIN/ CREDIT

GENE	ERAL	EDUCATION	CLASS	LAB	CLIN/ SHOP	HOURS
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	102	GENERAL PSYCHOLOGY	3	0	0	3
*		SOCIAL SCIENCE ELECTIVE	3	0	0	3
		TOTALS	19	0	0	19
TOTAL CREDITS FOR AAS DEGREE			102	36	<u></u>	114

^{*}Recommended Social Science Electives: ANT 160, 161; GEO 151; HIS 151, 152, 160, 161; POL 102, 103, 251; PSY 104, 106; SOC 102, 103, 151, 160, 270; SSC 101

Cooperative Education Work Experience:

Up to 2 credit hours may be substituted for MKT 245.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

#### **MEDICAL ASSISTING (T-058)**

The Medical Assisting curriculum prepares the graduate to be a multi-skilled practitioner qualified to perform administrative, clinical, and laboratory procedures. The administrative aspects of instruction cover scheduling appointments; processing insurance accounts, medical reports, medical records, medical billing and collection; and transcription and computer operations. Clinical and laboratory aspects of study include preparation of the patient for examination, assessing vital signs, assisting with examination and treatment, performing routine lab tests, using the electrocardiograph machine, and administering medication. Developing competencies in effective communication, managerial and supervisory skills, recognizing and responding to emergencies, and demonstrating adherence to ethical and legal standards of medical practices are emphasized.

Graduates of programs accredited by The Committee on Allied Health Education and Accreditation (CAHEA) may apply to take the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Graduates may be employed in a variety of health-related services such as physician's offices, hospitals, clinics, industries, insurance companies, public health departments, nursing home and extended care facilities.

Individuals desiring a career as a medical assistant should take biology, mathematics, and typing courses prior to entering the program.

					CLIN/	CREDIT
MAJO	OR CO	URSES	CLASS	LAB	SHOP	HOURS
CAS	100	INTRO TO MICROCOMPUTER				
0110		APPLICATIONS	2	0	3	3
MED	101	ORIENTATION TO HEALTH				
	-	CAREERS	2	0	0	2
MED	102	MEDICAL OFFICE ADM. I	3	2	0	4
MED	103	MEDICAL OFFICE ADM. II	3	0	3	4
MED	104	MEDICAL OFFICE ADM. III	4 2	2	0	5
MED	111	LABORATORY PROCEDURES	2	0	3	3
MED	201	MEDICAL OFFICE ADM. IV	3	2	0	4
MED	202	MEDICAL OFFICE ADM. V	3	2	0	4
MED	203	CLINICAL EDUCATION	2	0	24	10
MED	211	MEDICATION ADMINISTRATION	1 2	0	3	3
OSC	101	PRINCIPLES OF BUSINESS				_
		ENGLISH	5	0	0	5
OSC	103	INTERMEDIATE KEYBOARDING	2	0	3	3
OSC	110	WORD PROCESSING	2	0	3	3
OSC	120	TERMINOLOGY & VOCABULARY	₹:			
		MEDICAL I	2	2	0	3
OSC	121	TERMINOLOGY & VOCABULARY	₹:		_	0
		MEDICAL II	2	2		3
OSC	215	MEDICAL LAW & ETHICS	3	0	0	3
		momat d	42	12	42	62
		TOTALS	7.4	1.4		

RELA	TED (	COURSES	CLASS	LAB	CLIN/ SHOP	CREDIT
BIO	101	BASIC LIFE SCIENCES	5	0	0	5
BIO	101A	BASIC LIFE SCIENCES LAB	0	2	0	1
MAT	114	MEDICAL DOSAGE CALCULATION	NS 2	0	0	2
OSC	201	INTRODUCTION TO				
		TRANSCRIPTION	3	0	0	3
OSC	211	MACHINE TRANSCRIPTION I	5	0	0	5
OSC	248	MEDICAL INSURANCE	5	0	0	5
PSY	104	HUMAN RELATIONS	3	0	0	3
SAF	111	CARDIOPULMONARY				
		RESUSCITATION	1	0	0	1
		TOTALS	24	2	0	25
GENE	ERAL I	EDUCATION				
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	103	REPORT WRITING	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	3 1
PSY	102	GENERAL PSYCHOLOGY	3	0	0	3
SOC	102	PRINCIPLES OF SOCIOLOGY	3	0	0	3
*		FINE ARTS/HUMANITIES ELECTI	IVE 3	0	0	3
		TOTALS	19	0	0	19
		ELECTIVES	3	0	0	3
			<u> </u>	_		
TOTA	TOTAL CREDITS FOR AAS DEGREE			14	42	109

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Curriculum Review Board of the American Association of Medical Assistants Endowment.

## MEDICAL OFFICE TECHNOLOGY (T-032)

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the offices of physicians, hospitals, and other medical care providers.

## COURSE AND HOUR REQUIREMENTS

MAJ	AJOR COURSES			LAB	SHOP	HOURS
CAS	100	INTRO TO MICROCOMPUTER				
CAD	100	APPLICATIONS	2	0	3	3
OSC	101	PRINCIPLES OF BUSINESS				
		ENGLISH	5	0	0	5
OSC	102	BEGINNING KEYBOARDING	2	0	3	3 3
OSC	103	INTERMEDIATE KEYBOARDING		0	3	ა 3
OSC	110	WORD PROCESSING	2	0	ა 0	ა ვ
OSC	112	RECORDS MANAGEMENT	_	U	U	o o
OSC	120	TERMINOLOGY & VOCABULARY	2	2	0	3
000	101	MEDICAL I TERMINOLOGY & VOCABULARY		2	U	Ü
OSC	121	MEDICAL II	2	2	0	3
OSC	201	INTRODUCTION TO	4			
USC	201 .	TRANSCRIPTION	3	0	0	3
OSC	210	ADVANCED WORD PROCESSING			3	3
OSC	211	MACHINE TRANSCRIPTION I	5		0	5
OSC	216	OFFICE PROCEDURES	5		0	5
OSC	220	TERMINOLOGY & VOCABULARY	7:			
ODO	220	MEDICAL III	3		0	3
OSC	230	MEDICAL TRANSCRIPTION I	4		0	5
OSC	231	MEDICAL TRANSCRIPTION II	4		0	5
OSC	248	MEDICAL INSURANCE	5	0	0	5
			51	8	15	60
		TOTALS	91	0	10	00
RELA	ATED (	COURSES				
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
BIO	100	HUMAN BIOLOGY	5	0	0	5
BUS	100	BUSINESS MATHEMATICS	5		0	5
BUS	134	PROFESSIONAL DEVELOPMENT	Г 3		0	3
BUS	165	INTRODUCTION TO BUSINESS	5		0	5
BUS	206	BUSINESS COMMUNICATIONS	3	0	0	3

CLIN/ CREDIT

RELA	TED (	COURSES (Cont'd.)	CLASS	LAB	CLIN/ SHOP	HOURS	
ENG	106	SPELLING TECHNIQUES	3	0	0	3	
OSC SOC	215 100	MEDICAL LAW & ETHICS JOB SEARCH & CAREER PLANNI	3 NG 3	0	0	3	
500	100			_	_		
		TOTALS	33	2	0	34	
GENI	ERAL I	EDUCATION					
ECO	108	CONSUMER ECONOMICS	3	0	0	3	
ENG	101	GRAMMAR & COMPOSITION I GRAMMAR & COMPOSITION II	3	0	0	3	
ENG ENG	102 103	REPORT WRITING	3 3 3	0	0	3	
ENG	204	ORAL COMMUNICATIONS	3	0	0	3	
ORI	100	NEW STUDENT SEMINAR	1	0	0	1	
iii		SOCIAL SCIENCE ELECTIVE	5	0	0	5	
		TOTALS	21	0	0	21	
		ELECTIVES	3	0	0	3	
COE	101B	COOPERATIVE EDUCATION	0	0	20	2	
TOTA	TOTAL CREDITS FOR AAS DEGREE 108 10 35 120						

^{*}Recommended Electives

Business Electives:

BUS 166, 167; CAS 240, 241, 243; OSC 120D

#### Social Science Electives:

PSY 102, 103, 104, 106, 115, 116, 120, 155, 223, 228, 230, 240, 280; SOC 101, 102, 103, 151, 160, 221, 270

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

# MEDICAL RECORD TECHNOLOGY (T-053)

The Medical Record Technology curriculum prepares the individual with the knowledge and skills to process, maintain, compile, and report health information.

Technical knowledge and skills include those necessary to assemble, analyze, abstract and maintain medical records; supervise medical record department functions; classify/code and index diagnoses and procedures for reimbursement, statistical and administrative purposes; provide information for cost control, assurance of quality health care, marketing and planning for health services and risk management; prepare reports for health-related organizations such as federal, state and regulatory agencies and those responsible for health care reimbursement; complete research studies such as those done to review the quality of medical care; and maintain the confidentiality and security of patient information.

Graduates are eligible to apply to write the national qualifying examination given by the American Health Information Management Association for certification as an Accredited Record Technician (ART).

					CLIN/			
MAJ	OR CO	URSES	CLASS	LAB	SHOP	HOURS		
BIO	107	ANATOMY & PHYSIOLOGY I	4	2	0	5		
BIO	107	ANATOMY & PHYSIOLOGY II	4	$\frac{1}{2}$	0	5		
MRE	100	ORIENTATION TO MRE	2	0	0	$\overset{\circ}{2}$		
MRE	110	MEDICAL RECORD CONTENT A	_			_		
MILLE	110	MAINTENANCE	4	2	0	5		
MRE	115	MEDICAL RECORD STANDARDS						
1/11/13	110	AND REGULATIONS	3	0	0	3		
MRE	200	COMPUTERS IN HEALTH CARE	2	4	0	4		
MRE	203	MEDICAL RECORD STATISTICS	2	4	0	4		
MRE	204	INTRO TO MEDICAL RECORD						
	_	TRANSCRIPTION	1	4	0	3		
MRE	205	QUALITY ASSURANCE IN HEAL	TH					
		CARE FACILITIES	2	2	0	3		
MRE	206	LEGAL ASPECTS OF MEDICAL						
		RECORDS	4	0	0	4		
MRE	210	BASIC ICD-9-CM CODING	2	4	0	4		
MRE	211	INTERMEDIATE CODING	2	4	0	4 3 2 4		
MRE	212	ADVANCED CODING CONCEPTS	3 2	2	0	3		
MRE	220	DIRECTED PRACTICE I	0	0	6	Z		
MRE	221	DIRECTED PRACTICE II	0	0	12	4		
MRE	222	DIRECTED PRACTICE III	0	0	12 0	3		
MRE	223	MEDICAL RECORD SEMINAR	3	0	0	3		
			37	30	30	62		
		TOTALS	91	50	50	02		
REL	RELATED COURSES							
			^	0	0	2		
BIO	120	PRINCIPLES OF DISEASE	3	0	0	3 1		
BIO	120A	PRINCIPLES OF DISEASE LAB	0	2	0	4		
BIO	206	MICROBIOLOGY	3	2	0	4		

RELA	TED (	COURSES (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS		
BUS	271	OFFICE MANAGEMENT	3	0	0	3		
BUS	272	PRINCIPLES OF SUPERVISION	3	0	0	3		
CAS	100	INTRO TO MICROCOMPUTER						
000	440	APPLICATIONS	$\frac{2}{2}$	0	3	3		
OSC OSC	110 120	WORD PROCESSING TERMINOLOGY & VOCABULARY	_	U	3	3		
OSC	120	MEDICAL I	. 2	2	0	3		
OSC	121	TERMINOLOGY & VOCABULARY		_				
		MEDICAL II	2	2	0	3		
OSC	220	TERMINOLOGY & VOCABULARY	•					
		MEDICAL III	3	0	0	3		
		TOTALS	23	8	6	29		
GENE	ERAL I	EDUCATION						
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3		
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3		
MAT	101	ALGEBRA I	5	0	0	3 5 1 5 3		
ORI	100	NEW STUDENT SEMINAR	1	0	0	1		
PSY	102	GENERAL PSYCHOLOGY	5 3	0	0	5		
SPH	151	VOICE & DICTION	3	0	0	3		
		TOTALS	20	0	0	20		
		ELECTIVES	. 3	0	0	3		
TOTA	TOTAL CREDITS FOR AAS DEGREE 83 38 36 114							

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Council on Education of the American Health Information Management Association.

#### **MEDICAL SONOGRAPHY (T-180)**

The Medical Sonography curriculum offers education options of a one-year diploma program for two-year allied health occupations as recognized by the American Medical Association (AMA) or a two-year associate in applied science degree (AAS) program for high school graduates. The curriculum provides for knowledge and clinical skills in the application of high frequency sound waves to image internal body structures. Physics, cross-sectional anatomy, abdominal, gynecological, obstetrical, breast, and thyroid sonography are emphasized. Competency in the identification of normal anatomy, sonic physics, stages of fetal development, and use of equipment in each procedure as well as effective communication skills are necessary to obtain high quality sonograms to assist in recognizing abnormalities and in making diagnoses.

Graduates of the diploma program option are eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, abdomen, obstetrics, and gynecology. Graduates from an AMA approved associate degree program are eligible to apply for these examinations upon graduation.

Graduates may be employed as staff and department heads in clinics, private doctors' offices, and hospitals and as instructors in colleges and universities.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
RAD RAD RAD RAD RAD RAD RAD	241 242 243 244 245 246 247	INTRODUCTION TO ULTRASOU ULTRASOUND PHYSICS CLINICAL EDUCATION CLINICAL EDUCATION CLINICAL EDUCATION CLINICAL EDUCATION INSTRUMENTATION AND PRINCIPLES OF OB-GYN SONOGRAPHY INSTRUMENTATION AND PRINCIPLES FOR ECHOCARDIOGRAPHY	ND 6 5 2 2 2 4 6	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 21 21 21 21 21	6 5 9 9 9 12 6
RAD	249	INSTRUMENTATION AND PRINCIPLES FOR ABDOMINAL SONOGRAPHY	6	0	0	6
		TOTALS	33	2	84	62
RELA	TED (	COURSES				
BIO BIO MAT SAF	107 108 101 111	ANATOMY & PHYSIOLOGY I ANATOMY & PHYSIOLOGY II ALGEBRA I CARDIOPULMONARY RESUSCITATION	4 4 5	2 2 0 0	0 0 0	5 5 5
		TOTALS	14	4	0	16

GENI	ERAL I	EDUCATION	CLASS	LAB		CREDIT			
ENG ORI PSY	101 100 104	GRAMMAR & COMPOSITION I NEW STUDENT SEMINAR HUMAN RELATIONS	3 1 3	0 0 0	0 0 0	3 1 3			
		TOTALS	7	0		7			
TOTA	L CRI	EDITS FOR DIPLOMA	<del>==</del> 54	6	<del>=</del> 84	<del>==</del> 85			
ADDI'	ADDITIONAL COURSES FOR AAS DEGREE								
MAJO	OR CO	URSES							
RAD RAD RAD RAD RAD RAD RAD	101 102 103 111 112 113 206	RADIOLOGIC TECHNOLOGY I RADIOLOGIC TECHNOLOGY II RADIOLOGIC TECHNOLOGY III RADIOGRAPHIC POSITIONING CLINICAL EDUCATION CLINICAL EDUCATION PATHOLOGY	4 4 4 1 1 3	0	12	5 4 4 5 6 8 3			
		TOTALS	21	10	27	35			
GENE	ERAL (	COURSES							
ENG PSY SOC SPH	102 155 151 160	GRAMMAR & COMPOSITION II GENERAL PSYCHOLOGY SOCIOLOGY PUBLIC SPEAKING	3 5 5 3	0 0 0	0 0 0 0	3 5 5 3			
		TOTALS	16	0	0	16			
		ELECTIVES	3	0	0	3			
TOTA	L CRI	EDITS FOR AAS DEGREE	94	16	111	139			

Cooperative Education Work Experience is not allowed.

Student enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review on Education in Diagnostic Medical Sonography.

## NUCLEAR MEDICINE TECHNOLOGY (T-104)

Nuclear Medicine is a health technology which utilizes the internal administration of radioactive materials. The field is primarily diagnostic although some therapeutic procedures are performed. The Nuclear Medicine Technologist works under the direction of a physician who is licensed for the use of radioactive materials.

The Nuclear Medicine Technology curriculum prepares students to perform as clinical Nuclear Medicine Technologists. The emphasis of the program is on the development of the skills needed by the clinical technologist. These skills include: patient care, utilization of radioactive materials, operation of specialized imaging and counting instrumentation, and performance of laboratory procedures. In addition to the development of these skills, the students receive instruction relating to the theories and principles from which the clinical procedures are developed.

Graduates of the program are eligible to take any of the three national certification/registration examinations currently offered. These examinations are given by the Nuclear Medicine Technology Certification Board (NMTCB), the American Registry of Radiologic Technologist (ARRT), and the American Society of Clinical Pathologist (ASCP).

Individuals who wish to enter a program of Nuclear Medicine Technology should, if possible, complete high school courses in algebra, biology, chemistry, and physics prior to entry.

MAJ	OR CC	OURSES	CLASS	LAB	CLIN/ SHOP	CREDIT
RAD	101	RADIOLOGIC TECHNOLOGY I	4	2	0	5
RAD	102	RADIOLOGIC TECHNOLOGY II	4	0	0	4
RAD	103	RADIOLOGIC TECHNOLOGY III	4	0	0	4
RAD	-111	RADIOGRAPHIC POSITIONING	4	2	0	5
RAD	112	CLINICAL EDUCATION	1	2	12	6
RAD	113	CLINICAL EDUCATION	1	4	15	8
RAD	211	RADIOLOGIC PHYSICS	3	2	0	4
RAD	271	NUCLEAR MEDICINE				
		TECHNOLOGY I	3	2	0	4
RAD	272	NUCLEAR MEDICINE				
		TECHNOLOGY II	3	2	0	4
RAD	273	NUCLEAR MEDICINE				
		TECHNOLOGY III	2	0	0	2
RAD	274	NUCLEAR MEDICINE				
		TECHNOLOGY IV	3	0	0	3
RAD	275	NUCLEAR PHARMACOLOGY	2	0	0	2
RAD	276	NUCLEAR MEDICINE PHYSICS	2	0	0	2
RAD	277	NUCLEAR MEDICINE PRACTICUL	M I 1	0	15	6
RAD	278	NUCLEAR MEDICINE PRACTICUM II	1	0	15	6
RAD	279	NUCLEAR MEDICINE PRACTICUM III	[ $1$	0	30	11
RAD	280	NUCLEAR MEDICINE PRACTICUM IV	1	0	30	11
				10	117	87
		TOTALS	40	16	117	01

RELA	TED (	LAB	,	CREDIT HOURS		
BIO	107	ANATOMY & PHYSIOLOGY I	4	2	0	5
BIO	108	ANATOMY & PHYSIOLOGY II	4	_	0	5
BIO	210	RADIATION BIOLOGY	4	0	0	4
CAS	101	PERSONAL COMPUTER FAMILIARIZATION	2	2	0	3
CHM	110	CHEMISTRY FOR HEALTH	_	_		
		SCIENCES	3	2	. 0	4
or CHM	105	GENERAL CHEMISTRY				
and	100	GENERAL CHEMISTRI				
CHM	106	ORGANIC AND BIOCHEMISTRY				
MAT	101	ALGEBRA I	5	0	0	5
MAT	114	MEDICAL DOSAGE CALCULATION		0	0	2
	224	RADIATION PHYSICS I	3	0	0	3
SAF	111	CARDIOPULMONARY RESUSCITATION	1	0	0	1
		MESOSCITATION		_		
		TOTALS	28	8	0	32
GENE	RAL I	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
SY	155	GENERAL PSYCHOLOGY	5	0	0	5
SOC	151	SOCIOLOGY	5	0	0	5
SPH	160	PUBLIC SPEAKING	. 3	0	0	3
		TOTALS	20	0	0	20
		ELECTIVES	3	0	0	3
ТОТА	L CRI	EDITS FOR AAS DEGREE	91	24	117	142

Cooperative Education Work Experience is not allowed.

Student enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

# NURSING EDUCATION OPTIONS (T-116)

The Nursing Education Options: Associate Degree with Practical Nursing is a unique nursing curriculum designed to prepare graduates to practice as a Licensed Practical Nurse (LPN) or a Registered Nurse (RN). Students who choose to exit after the first four quarters have received fundamental preparation in nursing enabling them to be eligible to take the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN) required for practice as a Licensed Practical Nurse. Graduates of the second year have developed the knowledge and skills which will enable them to be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) required to practice as a Registered Nurse. Licensed Practical Nurses who meet specific criteria may also enter this program with advanced credits toward the Associate of Applied Science Degree (AAS).

The first-year graduate possesses a sound basic knowledge of nursing theory and proficiency in fundamental nursing skills. The graduate may provide care and treatment to selected patients under the supervision of a registered nurse or physician. The practical nurse graduate is prepared specifically to participate in assessing the patient's physical and mental health; to record and report the results of the nursing assessment; to participate in implementing the health care plan; to reinforce the teaching and counseling of a registered nurse, physician, or dentist; and to record and report the nursing care rendered and the patient's response to that care.

The graduate of the second year is prepared to carry out nursing measures as well as medical delegated procedures utilizing the principles and theories of nursing and the sciences. The associate degree graduate is prepared to assess the patient's physical and mental health; to record and report the results of the nursing assessment; to plan, initiate and deliver, and evaluate appropriate nursing acts; to teach, delegate to, or supervise other personnel in implementing the treatment regimen; to collaborate with other health care providers in determining the appropriate health care for a patient; to implement the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; to provide teaching and counseling about the patient's health care; to report and record the plan of care, nursing care given, and the patient's response to care; and to supervise, teach and evaluate those who perform or are preparing to perform nursing functions.

MAJO	OR CO	DURSES	CLASS	LAB	CLIN/ SHOP	CREDIT
NUR	101	FUNDAMENTALS OF NURSING	6	6	0	9
NUR	102	MEDICAL-SURGICAL NURSING	I 8	0	12	12
NUR	103	MEDICAL-SURGICAL NURSING		0	12	12
NUR	104	MATERNAL-CHILD NURSING I	7	0	12	11
NUR	110	PHARMACOLOGY	2	0	0	2
NUR	121	HEALTH ASSESSMENT	2	0	0	2
NUR	131	NURSING SEMINAR	2	0	0	2
		TOTALS	35	6	36	50

RELA	TED (	COURSES	CLASS	LAB		CREDIT		
BIO BIO	151 152 153	HUMAN ANATOMY & PHYSIOLOGY I HUMAN ANATOMY & PHYSIOLOGY I HUMAN ANATOMY & PHYSIOLOGY I	I 3 II 3	2 2 2	0 0 0	4 4		
MAT SAF	114 111	MEDICAL DOSAGE CALCULATIO CARDIOPULMONARY RESUSCITATION	NS 2	0	0	2 1		
		TOTALS	12	6	0	15		
GENERAL EDUCATION								
ENG ORI PSY	101 100 120	GRAMMAR & COMPOSITION I NEW STUDENT SEMINAR HUMAN GROWTH &	3 1	0	0	3 1		
PSY	155	DEVELOPMENT GENERAL PSYCHOLOGY	3 5	0	0	3 5		
		TOTALS	12	0	0	12		
ТОТА	L CRE	EDITS FOR DIPLOMA	<del>==</del> 59	== 12	36	77		
*NUR	200	TRANSITION NURSING	4	2	12	9		
ADDI'	TIONA	L COURSES FOR AAS DEGREE						
MAJO	OR CO	URSES						
NUR NUR NUR NUR	201 202 203 204	MATERNAL-CHILD NURSING II PSYCHIATRIC NURSING MEDICAL-SURGICAL NURSING II PATIENT CARE MANAGEMENT	6 5 II 6 4	0 0 0	15 6 15 6	11 7 11 6		
		TOTALS	$\frac{}{21}$	0	42	35		
RELA	TED C	COURSES						
BIO PSY	206 280	MICROBIOLOGY ABNORMAL PSYCHOLOGY	3	2 0	0	4 3		
		TOTALS	6	2	0	7		

	GENE	ERAL	COURSES	CLASS	LAB		CREDIT	
+	SOC SPH	102 151 151	GRAMMAR & COMPOSITION II SOCIOLOGY VOICE & DICTION	3 5 3	0 0 0	0 0 0	3 5 3	
			TOTALS	11	0	0	11	
			ELECTIVES	3	0	0	3	
	тота	L CR	EDITS FOR AAS DEGREE	100	14	78	133	

⁺May substitute college transfer English

Cooperation Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program is approved by the North Carolina Board of Nursing.

^{*}Licensed Practical Nurses applying for advanced standing must take NUR 200 the summer prior to entering the second year of the program.

#### OCCUPATIONAL THERAPY ASSISTANT (T-142)

The Occupational Therapy Assistant curriculum prepares graduates to work under the supervision or consultation of a Registered Occupational Therapist in developing, maintaining, or restoring adaptive skills in individuals whose abilities to perform tasks of daily living are impaired by developmental deficits, aging, and physical or psychosocial disabilities. The program includes instruction on providing activities to encourage the client to work on his own recovery, instructions on interpersonal skills, group interaction skills, concepts of health and illness, and the use of activity techniques in teaching developmental needs. Supervised field experiences include working with clients from these groups.

Upon completing all required course work and field work, the student will be awarded an Associate in Applied Science Degree in Occupational Therapy Assistant. To work as a Certified Occupational Therapy Assistant, the individual must then pass a national certification examination given by the American Occupational Therapy Certification Board and be licensed with the state. These credentialing procedures are separate from the community college program and the graduation process.

Graduates may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, sheltered workshops, schools, homebound programs, and community centers.

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, algebra, sociology, and psychology courses prior to entering the program.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
GRO	201	AGING PROCESS	3	0	0	3
GRO	202	GERIATRIC PROGRAMMING	3	2	3	5
OTA	101	FUNDAMENTALS OF THE				
		PROFESSION	3	0	0	3
OTA	104	THERAPEUTIC USE OF MEDIA				
		REQUIRING TOOLS	3	2	0	4
OTA	106	PHYSICAL DISABILITIES	3	2	3	4 5 3
OTA	108	KINESIOLOGY	2	2	0	3
OTA	110	PRACTICE AREAS OF THE				
0.00		PROFESSION	3	0	0	3
OTA	204	THERAPEUTIC USE OF				
OM 4	000	CONTEMPORARY MEDIA	3	2	0	4
OTA	206	OCCUPATIONAL THERAPY				
OM A	000	SPLINTING	3	2	0	4
OTA	208	PEDIATRICS	3	0	0	3
OTA	210	PEDIATRIC PROGRAMMING	3	2	3	5 5
OTA	212	PSYCHIATRIC PROGRAMMING	3	2	3	5
OTA	214	OCCUPATIONAL THERAPY IN THE				
Oma	015	COMMUNITY	3	0	3	4
OTA OTA	215	FACILITY MANAGEMENT	3	0	0	3
OIA	217	PLANNING & IMPLEMENTATION		0	_	0
		OF THERAPEUTIC PROGRAMS	2	2	0	3

MAJO	OR CO	URSES (Cont'd.)	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
OTA	220	OCCUPATIONAL THERAPY LEV	EL I			
OTA	222	FIELDWORK OCCUPATIONAL THERAPY LEV	EL.	0	21	7
		II FIELDWORK	0	0	21	7
		TOTALS	43	18	57	71
RELA	TED (	COURSES				
BIO	107	ANATOMY & PHYSIOLOGY I	4	2	0	5
BIO	108	ANATOMY & PHYSIOLOGY II	4	2	0	5
BIO CAS	120 101	PRINCIPLES OF DISEASE PERSONAL COMPUTER	3	2	0	4
CAS	101	FAMILIARIZATION	2	2	0	3
OSC	120	TERMINOLOGY & VOCABULARY MEDICAL I	Y: 2	2	0	3
PSY	280	ABNORMAL PSYCHOLOGY	3	0	0	ა ვ
SAF	111	CARDIOPULMONARY	O	U	U	ð
5111	111	RESUSCITATION	1	0	0	1
		TOTALS	19	10	0	24
GENE	ERAL I	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
LIB	151	LIBRARY RESEARCH SKILLS	2	0	0	2
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	120	HUMAN GROWTH & DEVELOPMENT	3	0	. 0	3
PSY	155	GENERAL PSYCHOLOGY	5	0	. 0	5
SOC	151	SOCIOLOGY	5	0	0	5
	151	VOICE & DICTION	3	0	0	3
		TOTALS	25	0	0	25
. ,		ELECTIVES	3	0	0	3
ТОТА	L CRE	EDITS FOR AAS DEGREE	90	28	<del>=</del> 57	123

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Accreditation Committee of the American Occupational Therapy Association.

#### PARALEGAL TECHNOLOGY (T-120)

The Paralegal Technology curriculum trains individuals in basic knowledge and applications of the law to work under the supervision of attorneys. The paralegal/legal assistant can support attorneys by performing routine legal tasks, and assisting with more complicated and difficult legal work. Training will include legal specialty courses such as legal research, real estate, litigation preparation, as well as general subjects such as English, oral communications, mathematics, and computer skills.

Graduates of the Paralegal Technology curriculum are trained to assist an attorney or group of attorneys in many areas of law. A paralegal/legal assistant is not able to practice law, give legal advice or represent clients in a court of law. However, paralegal/legal assistants can represent clients in some administrative hearings. Paralegal graduates will be able to assist in work on probate matters, conduct investigations, search public records, serve and file legal documents, perform library research, and provide office management. Employment opportunities and job descriptions vary greatly depending on whether a paralegal/legal assistant is hired by a private law firm, or a government agency, or a corporation such as a bank or insurance company.

MAJO	MAJOR COURSES			LAB	,	HOUR
CJC	109	INTERVIEWING	3	0	0	3
CJC	125	CRIMINAL PROCEDURES & NC				
		COURT SYSTEM	3	0	0	3
CJC	205	EVIDENCE	3	0	0	3
LEX	101	INTRODUCTION TO				
		PARALEGALISM	3	0	0	3
LEX	102	LEGAL WRITING	3	0	0	3
LEX	103	LEGAL RESEARCH I	1	2		2 3
LEX	115	CRIMINAL LAW	3	. 0	0	3
LEX	203	LEGAL RESEARCH II	3	0	0	3
LEX	205	BUSINESS ORGANIZATION	3	0	0	3
LEX	209	INVESTIGATION	4	0	0	4
LEX	210	REAL PROPERTY & TITLE				
		ABSTRACTING I	2	2	0	3
LEX	211	REAL PROPERTY & TITLE				
		ABSTRACTING II	2	2	0	3
LEX	212	REAL ESTATE TRANSACTIONS	2	2	0	3
LEX	215	ADMINISTRATIVE &				
		GOVERNMENTAL LAW	4	0	0	4
LEX	218	BANKRUPTCY & COLLECTIONS		0	0	4
LEX	220	FAMILY LAW	3	0	0	4 3 3 5 5
LEX	224	TORTS	3	0	0	3
LEX	232	ESTATE ADMINISTRATION	4 5	2	0	5
LEX	240	CIVIL LITIGATION I	5	0	0	5
LEX	241	CIVIL LITIGATION II	3	0	0	3
OSC	207	LAW OFFICE MANAGEMENT	3	0	0	3
		TOTALS	64	10	0	69

RELA	RELATED COURSES			LAB	CLIN/ SHOP	CREDIT HOURS
ACC	151	PRINCIPLES OF ACCOUNTING	0	0	0	4
ACC	229	TAXES	3 3	2 2	0	4
BUS	166	BUSINESS LAW I	ა 3	0	0	3
BUS	167	BUSINESS LAW II	3	0	0	3
CAS	100	INTRO TO MICROCOMPUTER		Ü		O
		APPLICATIONS	2	0	3	3
MAT	100	FUNDAMENTALS OF				
		MATHEMATICS	5	0	0	5
OSC	103	INTERMEDIATE KEYBOARDING		0	3	3
OSC	110	WORD PROCESSING	2	0	3	3
. Sie						
T		RELATED ELECTIVE	3	0	0	3
		TOTALS	26	4	9	31
GENE	ERAL	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
POL	102	NATIONAL GOVERNMENT	3	0	0	3
POL	103	STATE AND LOCAL GOVERNMEN		0	0	3
PSY	102	GENERAL PSYCHOLOGY	3	0	0	3
		TOTALS	19	0		19
		ELECTIVE	3	0	0	3
			== 112			==
TOTA	TOTAL CREDITS FOR AAS DEGREE			14	9	122

*Recommended Electives ACC 152; CJC 112, 113; COR 203; ENG 103; LEX 249; OSC 120

Cooperative Education Work Experience:

- Up to 3 credit hours may be substituted for PSY 102.
- Up to 3 credit hours may be taken in lieu of required electives.

### PERSONNEL MANAGEMENT TECHNOLOGY (T-202)

The Personnel Management Technology curriculum is designed to meet the multifaceted demands of human resources management in business, industry, and service agencies. The primary objective of this curriculum is the development of generalists, paraprofessionals, technicians, and specialists in the three major areas of personnel administration, training, and managerial skills. Courses in the personnel administration area should provide the students with the key competencies and technical expertise to handle interviewing, recruiting, placement, needs assessment, planning and activities related to compensation and benefits. The courses about training should familiarize the students with learning approaches, skills building, and the design and preparation of training materials and programs. In addition, the students will be given exposure to the management and people skills that will enable them to work effectively with all employees in their respective organizations. Graduates from this program should be able to function at entry level positions in personnel, training, and other human resource development areas.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
ACC	151	PRINCIPLES OF ACCOUNTING	3	2	0	4
BUS	154	PERSONNEL ADMINISTRATION	3	0	0	3
BUS	157	PERSONNEL LAW	3	0	0	3
BUS	161	PEOPLE SKILLS I: PERSONAL				
		DYNAMICS	3	0	0	3
BUS	162	PEOPLE SKILLS II:				
		INTERPERSONAL DYNAMICS	3	0	0	3
BUS	163	PEOPLE SKILLS III:				
200	4.00	ORGANIZATIONAL DYNAMICS	3	0	0	3
BUS	169	COMPENSATION AND BENEFITS		0	0	3
BUS	201	PERFORMANCE APPRAISAL	3	0	0	3
BUS	211	LEADERSHIP & MANAGEMENT				
DIIG	001	SKILLS MANAGERIAL GOMMUNIGATION	3	0	0	3
BUS BUS	221 261	MANAGERIAL COMMUNICATION	IS 3	0	0	3
DUS	201	TRAINING I: ADULT LEARNING PRINCIPLES	3	0	0	3
BUS	262	TRAINING II: MATERIAL	3	0	0	3
DUB	202	PREPARATION	3	0	0	3
BUS	263	TRAINING III: PRESENTATION	3	U	U	J
DOD	200	SKILLS	3	0	0	3
BUS	272	PRINCIPLES OF SUPERVISION	3	0	0	3
CAS	100	INTRO TO MICROCOMPUTER	0	Ū	U	J
		APPLICATIONS	2	0	3	3
ISC	102	INDUSTRIAL SAFETY	3	0	0	3
ISC	232	LABOR RELATIONS	4	0	0	4
*		ELECTIVES	12	0	0	12
		TOTALS	63	2	3	65

RELA	TED (	COURSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
CSC ECO ECO MAT	114 151 152 100	INTRODUCTION TO COMPUTER CONCEPTS ECONOMICS I ECONOMICS II FUNDAMENTALS OF MATH	3 3 3 5	0 0 0	0 0 0 0	3 3 3 5
		TOTALS	14	0	0	14
GENE	ERAL 1	EDUCATION				
ENG ENG ENG ORI PSY SOC	101 102 103 204 100 106 103	GRAMMAR & COMPOSITION I GRAMMAR & COMPOSITION II REPORT WRITING ORAL COMMUNICATIONS NEW STUDENT SEMINAR APPLIED PSYCHOLOGY SOCIAL PROBLEMS	3 3 3 1 3 3	0 0 0 0 0 0	0 0 0 0 0 0	3 3 3 1 3
		TOTALS	19	0	0	19
		ELECTIVES	9	0	0	9
ТОТА	L CRE	EDITS FOR AAS DEGREE	== 105		3	107

^{*}Recommended Major Electives:

ACC 152, 153; BAF 136; BUS 117, 134, 166, 235; CAS 240, 241; ISC 201, 209, 231; MKT 239, 243; OSC 102, 103, 110, 215

Cooperative Education Work Experience: Up to 9 credit hours may be taken in lieu of required electives.

This curriculum is offered only in the evening.

#### RADIATION THERAPY TECHNOLOGY (T-221)

Radiation Therapy Technology is a health science which applies prescribed doses of ionizing radiation to specific areas of the patient's body for treatment of disease, primarily cancer. The technologist works in conjunction with the radiation therapy staff nurses, physicists, and physicians. The technologist, through academic and clinical studies, is skilled in treatment management, administration of prescribed radiation therapy treatment, and provision of patient support.

Radiation therapy technologists find employment in radiation therapy facilities in hospitals and free-standing cancer treatment centers. Major responsibilities fall into the specialties of patient care, patient education, research, and treatment planning (dosimetry).

Graduates are eligible to take the national examination given by the American Registry of Radiologic Technologists for certification and registration in radiation therapy technology.

Individuals preparing for enrollment in the curriculum should consider completion of courses in biology, geometry, and algebra prior to entrance. Courses in chemistry and physics have also proven to be helpful.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
BIO	210	RADIATION BIOLOGY	4	0	0	4
RAD	101	RADIOLOGIC TECHNOLOGY I	4	2	0	5
RAD	102	RADIOLOGIC TECHNOLOGY II	4	0	0	4
RAD	103	RADIOLOGIC TECHNOLOGY III	4	0	0	4
RAD	111	RADIOGRAPHIC POSITIONING	4		0	5
RAD	112	CLINICAL EDUCATION	1	2	12	6
RAD	113	CLINICAL EDUCATION	1	4	15	8
RAD	211	RADIOLOGIC PHYSICS	3	2	0	4
RAD	221	RADIATION ONCOLOGY I	3	0	0	3
RAD	222	RADIATION ONCOLOGY II	3	0	0	3
RAD	223	RADIATION ONCOLOGY III	3	0	0	3
RAD	224	RADIATION PHYSICS I	3	0	0	3
RAD	225	RADIATION PHYSICS II	3	2	0	4
RAD	226	RADIATION PHYSICS III		2	0	4
RAD	227	ONCOLOGICAL PATHOLOGY	1	0	0	1
RAD	228	CLINICAL ONCOLOGY I	2	0	0	2
RAD	229	CLINICAL ONCOLOGY II	2	0	0	2
RAD	230	RADIATION ONCOLOGY PATIEN	$\mathbf{T}$			
		CARE	2	0	0	2
RAD	231	RADIATION THERAPY PRACTICUM		0	15	5
RAD	232	RADIATION THERAPY PRACTICUM:		0	18	6
RAD	233	RADIATION THERAPY PRACTICUM:		0	21	7
RAD	234	RADIATION THERAPY PRACTICUM:		0	36	12
RAD	235	TREATMENT PLANNING	2	0	0	2
		TOTALS	52	16	117	99

RELA	RELATED COURSES			LAB	SHOP	HOURS
BIO BIO MAT SAF	107 108 101 111	ANATOMY & PHYSIOLOGY I ANATOMY & PHYSIOLOGY II ALGEBRA I CARDIOPULMONARY	4 4 5	0	0 0 0	5 5 5
		RESUSCITATION	1	0	0	1
		TOTALS	14	4	0	16
GENE	ERAL					
CAS	101	PERSONAL COMPUTER				
ENG	101	FAMILIARIZATION	2	2	0	3
ENG	101 102	GRAMMAR & COMPOSITION I GRAMMAR & COMPOSITION II	3	0	0	3 3 1 5 5
ORI	100	NEW STUDENT SEMINAR	ე 1	0	0	3
PSY	155	GENERAL PSYCHOLOGY	5	0	0	5
SOC	151	SOCIOLOGY	5	0	0	5
SPH	160	PUBLIC SPEAKING	3	0	0	3
		TOTALS	22	2	0	23
		ELECTIVES	3	0	0	3
ТОТА	L CRE	EDITS FOR AAS DEGREE	91	22	117	== 141

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review Committee on Education in Radiologic Technology.

CLIN/ CREDIT

#### **DIPLOMA**

Graduates of the Radiologic Technology curriculum have an option of a one-year Radiation Therapy diploma by completing the following courses:

MAJ(	OR CO	URSES	CLASS	LAB		CREDIT HOURS
BIO	210	RADIATION BIOLOGY	4	0	0	4
RAD	221	RADIATION ONCOLOGY I	3	0	0	3
RAD	222	RADIATION ONCOLOGY II	3	0	0	3
RAD	223	RADIATION ONCOLOGY III	3	0	0	3
RAD	224	RADIATION PHYSICS I	3	0	0	3
RAD	225	RADIATION PHYSICS II	3	2	0	4
RAD	226	RADIATION PHYSICS III	3	2	. 0	4
RAD	227	ONCOLOGICAL PATHOLOGY	1	0	0	1
RAD	228	CLINICAL ONCOLOGY I	2	0	0	2
RAD	229	CLINICAL ONCOLOGY II	. 2	0	0	2
RAD	230	RADIATION ONCOLOGY PATIEN				
		CARE	2	0	0	2
RAD	231	RADIATION THERAPY PRACTICUM	-	0	15	5
RAD	232	RADIATION THERAPY PRACTICUM		0	18	6
RAD	233	RADIATION THERAPY PRACTICUM		0	21	7
RAD	234	RADIATION THERAPY PRACTICUM		0	36	12
RAD	235	TREATMENT PLANNING	2	0	0	2
		MOMAT C				
		TOTALS	31	4	90	63
RELA	TED (	COURSES				
SAF	111	CARDIOPULMONARY				
		RESUSCITATION	1	0	0	1
MAT	101	ALGEBRA I	5	0	0	5
		TOTALS	6	0	0	6
GENI	ERAL	EDUCATION				
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
SOC	151	SOCIOLOGY	5	0	0	5
		TOTALS	-6	0	0	<u></u>
TOTA	L CRI	EDITS FOR DIPLOMA	43	4	90	<del></del>

# RADIOLOGIC TECHNOLOGY (T-061)

The Radiologic Technology curriculum prepares graduates to be competent Medical Radiographers. The radiographer is a skilled person qualified by technological education to provide patient services using imaging modalities (as directed by physicians qualified to order and/or perform radiologic procedures) by applying knowledge of the principles of radiation protection for patient, self, and others; applying knowledge of anatomy, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph; determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient; examining radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities; exercising discretion and judgment in the performance of medical imaging procedures; providing patient care essential to radiologic procedures; and recognizing emergency patient conditions and initiating life-saving first aid.

Graduates may be employed in radiology departments in hospitals, clinics, physicians' offices, research and medical laboratories, and federal and state agencies and industry.

Graduates are eligible to take the national examination given by the American Registry of Radiologic Technologists for certification and registration as medical radiographers.

Individuals desiring a career in radiologic technology should take courses in biology, algebra, and chemistry and/or physics prior to entering the program.

MAJO	MAJOR COURSES		CLASS	LAB	CLIN/ SHOP	CREDIT
NII IO						
BIO	107	ANATOMY & PHYSIOLOGY I	4	2	0	5
BIO	108	ANATOMY & PHYSIOLOGY II	4	2	0	5
RAD	101	RADIOLOGIC TECHNOLOGY I	4	2	0	5
RAD	102	RADIOLOGIC TECHNOLOGY II	4	0	0	4
RAD	103	RADIOLOGIC TECHNOLOGY III	4	0	0	4
RAD	104	RADIOLOGIC TECHNOLOGY IV	4	2	0	5
RAD	111	RADIOGRAPHIC POSITIONING	4	2	0	5
RAD	112	CLINICAL EDUCATION	1	2	12	6
RAD	113	CLINICAL EDUCATION	1	4	15	8
RAD	114	CLINICAL EDUCATION	1	4	15	8
RAD	205	RADIOLOGIC TECHNOLOGY V	4	2	0	5
RAD	206	PATHOLOGY	3	0	0	3
RAD	208	RADIOLOGIC TECHNOLOGY VI	6	0	0	6
RAD	211	RADIOLOGIC PHYSICS	3	2	0	4
RAD	215	CLINICAL EDUCATION	4	0	18	10
RAD	216	CLINICAL EDUCATION	3	0	18	9
RAD	217	CLINICAL EDUCATION	2	0	18	8
RAD	218	CLINICAL EDUCATION	1	0	18	7
		TOTALS	57	24	114	107

RELA	TED (	COURSES	CLASS	LAB	CLIN/ SHOP	CREDIT
BIO	210	RADIATION BIOLOGY	4	0	0	4
CAS	101	PERSONAL COMPUTER FAMILIARIZATION	2	2	0	3
MAT	101	ALGEBRA I	5	0	0	5
PSY	104	HUMAN RELATIONS	3	0	0	3
SAF	111	CARDIOPULMONARY	4	0	0	1
		RESUSCITATION	. 1	U	U	1
		TOTALS	15	2	0	16
GENI	ERAL	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	. 1	0	0	1
PSY	155	GENERAL PSYCHOLOGY	5	0	0	5
SOC	151	SOCIOLOGY	5	0	0	5
SPH	160	PUBLIC SPEAKING	3	0	0	3
		TOTALS	20	0	0	20
		ELECTIVES	3	0	0	3
TOTA	L CRI	EDITS FOR AAS DEGREE	95	<del>=</del> 26	114	<del>=</del> 146

Cooperation Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in eight quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review Committee on Education in Radiologic Technology.

# RESPIRATORY CARE TECHNOLOGY (T-091)

Respiratory Care Technology offers career education for individuals interested in becoming a respiratory therapy technician or respiratory therapist.

The respiratory therapist is qualified to assume primary responsibility for respiratory and cardiac care, including the supervision of technicians. The therapist makes patient care decisions concerning the use of life-support systems, oxygen therapy and other breathing treatments. They also perform heart and lung studies. Graduates of the therapist program receive an associate degree.

The technician performs tasks which include oxygen therapy, breathing treatments and equipment maintenance. Graduates of the technician program receive a diploma.

Graduates of accredited programs are eligible to apply for admission to the entry-level examination. Graduates of an accredited therapist program are also eligible to take the advanced practitioner examinations. These examinations are given by the National Board for Respiratory Care.

Pitt Community College provides the two-year (seven quarter) associate degree Respiratory Care Technology program. This program prepares the student as a respiratory therapist which meets the specific needs of our user community.

MAJ	or co	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
RSP	101	RESPIRATORY CARE I	3	2	0	4
RSP	102	RESPIRATORY CARE II	3	2	0	4
RSP	103	CLINICAL PRACTICE I	0	0	6	2
RSP	104	CARDIOPULMONARY ANATOMY	7 &			
		PHYSIOLOGY	3	0	0	3
RSP	105	PHARMACOLOGY	3	0	0	3
RSP	106	CLINICAL PRACTICE II	0	0	15	5
RSP	107	ACID BASE CHEMISTRY	3	0	0	3
RSP	108	CONTINUOUS MECHANICAL				
5		VENTILATION I	3	2	0	4
RSP	109	CLINICAL PRACTICE III	0	. 0	15	5
RSP	110	PATHOLOGY	4	0	0	4
RSP	111	DIAGNOSTIC & THERAPEUTIC				
		PROCEDURES	2	2	0	3
RSP	201	CONTINUOUS MECHANICAL				
-		VENTILATION II	2	2	0	3
RSP	202	CLINICAL PRACTICE IV	0	0	18	6
RSP	203	PERINATOLOGY & PEDIATRICS	2	2	0	3
RSP	204	PEDIATRIC PATHOPHYSIOLOGY	Y 3	0	0	3
RSP	205	CARDIOPULMONARY FUNCTION	N 3	2	0	4
RSP	206	CLINICAL PRACTICE V	0	0	15	5
RSP	207	CLINICAL PRACTICE VI	0	0	24	8 <b>3</b>
RSP	208	SEMINAR	3	0	0	3
		TOTALS	37	14	93	75

RELA	TED (	COURSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
BIO	107	ANATOMY & PHYSIOLOGY I	4	2	0	5
BIO	108	ANATOMY & PHYSIOLOGY II	4	2	0	5
BIO	206	MICROBIOLOGY	3	2	0	4
CHM	105	GENERAL CHEMISTRY	3	2	0	4 5
MAT	101	ALGEBRA I	5	0	0	5
SAF	111	CARDIOPULMONARY		_	_	
		RESUSCITATION	1	0	0	1
		TOTALS	20	8		24
		TOTALS				
GENE	RAL	EDUCATION				
ENG	101	GRAMMAR & COMPOSITION I	3	0	0	3
ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
ENG	204	ORAL COMMUNICATIONS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	3 3 1 3 3
PSY	102	GENERAL PSYCHOLOGY	3	0	0	3
PSY	104	HUMAN RELATIONS	3	0	0	3
SOC	102	PRINCIPLES OF SOCIOLOGY	3	0	0	3
		TOTALS	19	0	0	19
		FREE ELECTIVE	3	0	0	3
ТОТА	L CRI	EDITS FOR AAS DEGREE	79	22	93	121

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program has accreditation by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review Committee for Respiratory Therapy Education.

**VOCATIONAL EDUCATION** 

## AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation, and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science, and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience, the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating, and cooling.

MAJO	OR CO	URSES	CLASS	LAB		HOURS
AHR	1115	FUNDAMENTALS OF HEATING	2	0	6	4
+AHR	1121	PRINCIPLES OF REFRIGERATIO	N 3	0	12	7
AHR	1122					
		REFRIGERATION	3	0	6	5
++AHR	1123	PRINCIPLES OF AIR				
ATTD	1101	CONDITIONING	3	0	12	7
AHR	1124					
AHR	1125	REFRIGERATION SERVICE DUCT CONSTRUCTION &	3	0	6	5
AIII	1120	INSTALLATION	3	0	6	5
AHR	1126		3	0	6	5
		AUTOMATIC CONTROLS	3	0	6	5
PHY			2	0	3	3
						_
		TOTALS	25	0	63	46
RELA	TED (	COURSES				
BPR	1103	BLUEPRINT READING:				
		MECHANICAL	0	0	3	1
BPR	1116	BLUEPRINT READING: AIR				
DIIG		CONDITIONING	1	0	3	2
BUS				0	0	3
ELC	1102		3	0	3	4
MAT	100	FUNDAMENTALS OF				
WLD	1100	MATHEMATICS PASIC CAS WELDING	5	0	0	5
WED	1102	BASIC GAS WELDING	0	0	3	1
		TOTALS	12	0	12	16

GENE	ERAL 1	EDUCATION	CLASS	LAB	CLIN/ SHOP	HOURS
ENG ORI PSY RED	1102 100 1101 1101	COMMUNICATION SKILLS NEW STUDENT SEMINAR HUMAN RELATIONS READING IMPROVEMENT	3 1 3 2	0 0 0 0	0 0 0 0	3 1 3 2
		TOTALS	9	0	0	9
тота	L CRE	EDITS FOR DIPLOMA	<del>=</del> 46	=	<del>==</del> 75	71

- + AHR 1119 and AHR 1120 are equivalent to AHR 1121
- + AHR 1117 and AHR 1118 are equivalent to AHR 1123

Cooperative Education Work Experience: Up to 4 credit hours may be taken in lieu of approved courses.

### COSMETOLOGY (V-009)

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin, and hands including the nails. Licensed cosmetologists may set up their own businesses or work in beauty salons, private clubs, department stores, or women's specialty shops.

# COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB		CREDIT
COS	1101	COSMETOLOGY I	0	0	40	12
COS	1102	COSMETOLOGY II	0	0	40	12
COS	1103	COSMETOLOGY III	0	0	40	12
COS	1104	COSMETOLOGY IV	0	0	20	6
TOTA	L CRI	EDITS FOR DIPLOMA	= 0	= 0	<del>=</del> 140	<del></del>

Cooperative Education Work Experience is not allowed.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

Evening students enrolled one half-time may be enrolled in the following classes as a substitute for the stated courses and will need seven quarters for completion. Additional time may be needed to achieve minimum requirements in English, Math or Science.

COS 1105 and 1106 series are the equivalent of COS 1101 COS 1107 and 1108 series are the equivalent of COS 1102 COS 1109 and 1110 series are the equivalent of COS 1103

# DIESEL MECHANICS/AGRICULTURAL SERVICING (V-020)

The Diesel Mechanics/Agricultural Servicing curriculum provides emphasis on the diesel engines used in agricultural machinery, industrial equipment, and over-the-road vehicles. Theories of the various diesel engines, maintenance techniques, and troubleshooting are included in depth to assure the appropriate repair of the equipment. Servicing of agricultural equipment is also included.

Graduates of this curriculum can quickly adapt themselves for employment in the areas of service and maintenance on equipment and vehicles used in construction, agriculture, and trucking. They make inspections and test to determine the cause of faulty operation and repair or replace defective parts to restore the gasoline or diesel powered equipment to proper operating condition.

MAJO	MAJOR COURSES			LAB	CLIN/ SHOP	CREDIT HOURS
DIE	1030	ELECTRICAL SYSTEMS	3	0	3	4
DIE		FARM HARVESTING EQUIPMEN	T 3	0	6	5
DIE	1045	EQUIPMENT SERVICING	3	0	12	7
DIE	1105	DIESEL ENGINES	5	0	6	7
DIE	1106	DIESEL ENGINES	1	0	6	3
DIE	1135	BASIC FUEL SYSTEMS	3	0	3	4
DIE	1137	POWER TRAINS	4	0	6	6
HYD	1136	HYDRAULICS	2	0	6	4
PME	1126	INDUSTRIAL GASOLINE ENGIN	ES 1	0	3	2
		TOTALS	25	0	51	42
RELA	TED (	COURSES				
BUS	1103	SMALL BUSINESS OPERATIONS	3	0	0	3
DIE	1010	AIR CONDITIONING	2	0	3	3
DIE	1046	SHOP PRACTICES & TOOL OPERATIONS	3	0	6	5
MAT	100	FUNDAMENTALS OF				
	200	MATHEMATICS	5	0	0	5
MEC	1147	SYSTEM OF MEASUREMENTS &				
		MEASURING TOOLS	2	0	0	2
WLD or	1150	TECHNIQUES OF WELDING	2	0	3	3
MNT	1000	FARM MACHINERY REPAIR &				
		MAINTENANCE				
		TOTALS	17	0	12	21

GENI	ERAL I	EDUCATION	CLASS	LAB	CLIN/ SHOP	HOUR
ENG	1102	COMMUNICATION SKILLS	3	0	0	3
RED	1101	READING IMPROVEMENT	2	0	0	2
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
SOC	100	JOB SEARCH & CAREER PLANNI	NG 3	0	0	3
		TOTALS	9	0	0	9
		ELECTIVES	3	0	0	3
ТОТА	TOTAL CREDITS FOR DIPLOMA				63	75

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

## **ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)**

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-thejob trainee or apprentice, assisting in the layout, installation, check out, and maintenance of systems in residential, commercial, and industrial settings.

## COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB		HOURS
BPR	1113	BLUEPRINT READING &				
DFR	1119	SKETCHING: ELECTRICAL	3	0	0	3
ELC	1101	ESTIMATING FOR ELECTRICAL		0	0	2
+ELC	1112	DIRECT & ALTERNATING				
		CURRENT	5	0	12	9
+ELC	1113	AC & DC MACHINES & CONTRO	LS 5	0	12 0	9 1
ELC + ELC	1114 1124	ELECTRICAL SAFETY RESIDENTIAL WIRING	6	0	9	9
+ ELC	1125	COMMERCIAL & INDUSTRIAL	· ·			
220	2120	WIRING	5	0	12	9
+ELN	1118	INDUSTRIAL ELECTRONICS	3	0	6	5
ELN	1119	INDUSTRIAL ELECTRONICS	3	0	6	5
		TOTALS	33	0	57	52
RELA	TED (	COURSES				
BPR	1110	BLUEPRINT READING: BUILDIN	1G			
		TRADES	3	0	0	3
HYD	1140	HYDRAULIC & PNEUMATIC	3	0	3	4
MAT	100	FUNDAMENTALS FUNDAMENTALS OF	Ð	U	J	7
TATEL	100	MATHEMATICS	5	. 0	0	5
PHY	1101	APPLIED SCIENCE	3	2	0.	4
		TOTALS	14	2	3	16
GENI	ERAL I	EDUCATION				
			0	0	0	9
ENG	1102	COMMUNICATION SKILLS	3 1	0	0	3 1
ORI PSY	100	NEW STUDENT SEMINAR HUMAN RELATIONS	3	0	0	3
RED	1101 1101	READING IMPROVEMENT	2	0	0	2
		TOTALS	9		0	9
		TOTALS				
TOTA	L CRI	EDITS FOR DIPLOMA	56	2	60	77

CITN/ CDEDIT

- *Nine (9) credit hours from the following courses may be taken to substitute for ELC 1124 Residential Wiring: ELC 1117, 1122, 1123, 1130
- +ELC 1108 and ELC 1109 are equivalent to ELC 1112 ELC 1115 and ELC 1116 are equivalent to ELC 1113 ELC 1122 and ELC 1123 are equivalent to ELC 1124 ELC 1126 and ELC 1127 are equivalent to ELC 1125 ELN 1116 and ELN 1117 are equivalent to ELN 1118

Cooperative Education Work Experience: Up to 2 credit hours may be taken in lieu of approved courses.

## **ELECTRONIC SERVICING (V-042)**

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles and learning installation, maintenance, and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including radio, television, audio/video recording and play back equipment, home entertainment systems, digital electronic systems, and master antenna television and cable television components and systems.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ELC	1110	DIRECT CURRENT THEORY & PRACTICE	5	0	12	9
ELC	1111	ALTERNATING CURRENT THEO	_	U	12	ð
. LEC	1111	& PRACTICE	5	0	12	9
ELN	1103	INTRODUCTION TO ELECTRON	TIC 5	0	12	9
ELN	1125	DEVICES RADIO RECEIVER SERVICING	5	0	0	5
ELN	1127	TELEVISION RECEIVER CIRCUI				
		AND SERVICING	10	0	18	16
		TOTALS	30	0	54	48
RELA	TED (	COURSES				
MAT	100	FUNDAMENTALS OF				
		MATHEMATICS	5 5	0	0	5 5
MAT MAT	101 1103	ALGEBRA I BASIC GEOMETRY &	б	Ü	U	υ
MAI	-	TRIGONOMETRY	5	0	0	5
		TOTALS	15	0	0	15
GENE	ERAL I	EDUCATION				
ENG	1102	COMMUNICATION SKILLS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
		TOTALS	4	0	0	4
ТОТА	L CRI	EDITS FOR DIPLOMA	49	0	<del>==</del> 54	<del></del>

#### ADDITIONAL CREDITS FOR ADVANCED DIPLOMA

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	HOURS
ELN	1104	CIRCUIT APPLICATIONS I	4	0	9	7
ELN	1105	CIRCUIT APPLICATIONS II	4	0	9	7
ELN	1106	MAINTENANCE & ANALYSIS OF				
		ELECTRONIC SYSTEMS	5	0	9	8
ELN	1108	DIGITAL CONCEPTS I	3	0	3	4
ELN	1110	DIGITAL CONCEPTS II	3	0	3	4
ELN	1111	ELECTRONIC TROUBLESHOOTIN	NG 3	0	0	3
		TOTALS	22	0	33	33
GENI	ERAL I	EDUCATION				
PSY	1101	HUMAN RELATIONS	3	0	0	3
		TOTALS	3	0	0	3
ТОТА	<del>=</del> 87	103				

Cooperative Education Work Experience: Up to 3 credit hours may be substituted for ELN 1111.

Students enrolled full-time and making satisfactory progress should complete the requirements for a regular diploma in four quarters; advanced diploma requirements can be completed in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

# INDUSTRIAL MAINTENANCE: ELECTROMECHANICAL (V-028)

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain, and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments, and testing instruments. They operate metalworking machines such as the lathe, milling machine, and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections, and defective parts. They inspect, test, and repair hydraulic equipment.

## COURSE AND HOUR REQUIREMENTS

MAJO	MAJOR COURSES		CLASS	LAB		HOURS
+AHR	1102	INTRODUCTION TO COOLING &	,			
TAIIN	1102	HEATING SYSTEMS	3	0	9	6
BPR	1113	BLUEPRINT READING &				
		SKETCHING: ELECTRICAL	3	0	0	3
ELC	1112	DIRECT & ALTERNATING	_		4.0	0
		CURRENT	5	0	12	9
ELC	1113	AC & DC MACHINES & CONTRO	LS 5	0	12	9
HYD	1140	HYDRAULIC & PNEUMATIC FUNDAMENTALS	3	0	3	4
ISC	1101	INDUSTRIAL SAFETY	3	0	0	3
MNT	1133	ELECTRICAL & MECHANICAL	Ü	Ü		
MILAI	1100	MAINTENANCE	3	0	6	5
MNT	1134					
		MAINTENANCE	3	0	6	5
PLU	1110	PLUMBING PIPEWORK	2	0	6	4
7 .		TOTALS	30	. 0	54	48
RELA	TED C	COURSES				
BPR	1104	BLUEPRINT READING:				
1		MECHANICAL	3	0	0	3
BUS	1105	INDUSTRIAL ORGANIZATION	3	0	0	3
MAT	100	FUNDAMENTALS OF	5	0	0	5
Dreve		MATHEMATICS	о 3	2	0	4
PHY	1101	APPLIED SCIENCE BASIC GAS WELDING	0	0	3	1
WLD WLD	1102 1103	BASIC GAS WELDING BASIC ARC WELDING	0	0	3	1
WLD	1103	DADIC AINC WELDING				
		TOTALS	14	2	6	17

CLIN/ CREDIT

GENI	ERAL I	EDUCATION	CLASS	LAB	CLIN/ SHOP	HOUR
ENG	1102	COMMUNICATION SKILLS	3	0	0	3
ORI	100	NEW STUDENT SEMINAR	1	0	0	1
PSY	1101	HUMAN RELATIONS	3	0	0	3
RED	1101	READING IMPROVEMENT	2	0	0	2
		TOTALS	9	0	0	9
TOTAL CREDITS FOR DIPLOMA			<del>==</del> 53	2	<del>=</del> 60	74

⁺AHR 1103 and AHR 1104 are equivalent to AHR 1102

Cooperative Education Work Experience: Up to 3 credit hours may be substituted for ISC 1101.

## MACHINIST (V-032)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

#### ADVANCED DIPLOMA

Students who continue through the advanced diploma level of the machinist curriculum will be able to refine basic machining skills and gain more experience in CNC machining and other technologies.

	MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
	BPR	1104	BLUEPRINT READING:			^	•
			MECHANICAL	3	0	0	3
	BPR	1105	BLUEPRINT READING:	3	0	0	3
	MEC	1101	MECHANICAL MACHINE SHOP THEORY &	9	U	U	U
†	MEC	1101	PRACTICE PRACTICE	3	0	12	7
	MEC	1102	MACHINE SHOP THEORY &				
		1102	PRACTICE	3	0	12	7
	MEC	1103	MACHINE SHOP THEORY &			10	-
			PRACTICE	3	0	12	7
	MEC	1104	MACHINE SHOP THEORY &	3	0	12	7
	7.000		PRACTICE PRODUCTION OF THE PROPERTY OF THE PRO	_	0	3	3
	MEC	1115	METALLURGY: FERROUS METAL	0 4	U	Ü	Ü
	MEC	1116	METALLURGY: NON-FERROUS METALS	2	0	3	3
	MEC	1170	INTRODUCTION TO CNC	_			
	WHEC	1170	MACHINING	1	2	0	2
	MEC	1171	OPERATION OF COMPUTER				
			NUMERICAL CONTROL MACHINE	ES 1	0	3	2
	WLD	1102	BASIC GAS WELDING	0	0	3	1
			TOTALS	24	2	60	45

REL	ATED (	COURSES	CLASS	LAB		CREDIT HOURS		
ISC MAT	1101 100	INDUSTRIAL SAFETY FUNDAMENTALS OF	3	0	0	3		
MAT		MATHEMATICS BASIC GEOMETRY &	5	0	0	5		
		TRIGONOMETRY	5	0	0	5		
MAT PHY		MACHINIST MATHEMATICS APPLIED SCIENCE	3	0 2	0	3 4		
		TOTALS	19	2	0	20		
GEN	ERAL I	EDUCATION						
ENG	1102		3	0	0	3		
ORI		NEW STUDENT SEMINAR	1	0	0	1		
PSY	1101	HUMAN RELATIONS	3	0	0	3		
		TOTALS	7	0	0	7		
		FREE ELECTIVES	3	0	0	3		
TOT	AL CRE	EDITS FOR DIPLOMA	53	4	60	<del>=</del> 75		
ADD.	TIONA	L COURSES FOR ADVANCED DIP.	LOMA			-		
MAJ	OR CO	URSES						
MEC MEC	1107 1123	JIGS AND FIXTURES ADVANCED MACHINE SET UP A	ND 2	0	6	4		
		OPERATIONS	2	0	6	4		
MEC		COMPUTER AIDED MACHINING	2	6	0	5		
MEC	1172	PROGRAMMING CNC MILLING MACHINES	2	2	0	3		
MEC	1182	PROGRAMMING CNC LATHES	2	2	0	3		
MEC	1227	PRODUCTION TOOLING	2	2	0	3		
MEC	1270	CNC LATHE OPERATIONS	1	0	3	2		
MEC	1271	CNC MILLING OPERATIONS	1	0	3	2		
*		TECHNICAL ELECTIVE	3	0	0	3		
		TOTALS	17	12	18	29		
REL	ATED (	COURSES						
DFT ISC	1151 1105	COMPUTER AIDED DRAFTING STATISTICAL PROCESS CONTRO	DL 2	4	0	4		
		PRINCIPLES	3	0	0	3		
		TOTALS	5	4	0	7		
TOTAL CREDITS FOR ADVANCED DIPLOMA 75 20 78 111								
+MEC 1165 and MEC 1166 are equivalent to MEC 1101								

*Recommended Technical Electives: BPR 1106; COE 101-107; MEC 1109, 1137, 1173, 1183, 1210, 1290; MNT 1117

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.

Students enrolled full-time and making satisfactory progress should complete this program in four quarters; students enrolled in advanced diploma program should complete in seven quarters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

#### MASONRY (V-070)

The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have a knowledge of basic mathematics and blueprint reading and must also know the methods used in laying out a masonry job for residential, commercial, and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum, or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces, and other masonry structures.

MAJO	OR CO	URSES	CLASS	LAB		CREDIT		
MAS	1101	BRICKLAYING I	5	0	15	10		
MAS	1102		5	0	15	10		
MAS	1103		5	0	15	10		
MAS	1104		4	0	15	9		
MAS	1113		0	0	3	1		
MAS	1114	MASONRY ESTIMATING II	0	0	3	1		
		TOTALS	19	0	66	41		
RELATED COURSES								
BPR	1110	BLUEPRINT READING: BUILDING	G ·					
		TRADES	3	0	0	3		
BPR	1111	BLUEPRINT READING &						
		SKETCHING I	3	0	0	3		
BPR	1112	BLUEPRINT READING &						
		SKETCHING II	3	0	0	3		
BPR	1114	BLUEPRINT READING &						
3.5.4.00		SKETCHING: MASONRY	3	0	0	3		
MAT	1111	BUILDING TRADES MATH:						
3. /F A /FD	1110	MASONRY	3	0	0	3		
MAT MAT	1112 1113	BUILDING TRADES MATHEMATI	CS 3	0	0	3		
WIAI	1113	BUILDING TRADES MATH: MASONRY	3	^	0	3		
		WASOINTI		0		<u> </u>		
		TOTALS	21	0	0	21		
GENE	ERAL I	EDUCATION						
ENG	1102	COMMUNICATION SKILLS	3	0	0	3		
ORI	100	NEW STUDENT SEMINAR	1	0	0	1		
PSY	1101		3	0	0	3		
RED	1101	READING IMPROVEMENT	2	0	0	2		
		TOTALS	9	0	0	9		
TOTA	L CRE	EDITS FOR DIPLOMA	<del>=</del>	<u></u>	<del>=</del> 66	71		

Cooperative Education Work Experience: One (1) credit hour may be substituted for MAS 1114.

### **RESIDENTIAL CARPENTRY (V-007)**

The Residential Carpentry curriculum trains students to construct and make repairs to residential structures using standard building materials and hand and power tools. This curriculum is designed to teach carpentry skills and a general knowledge of residential construction. Instruction also includes the study of mathematics, blueprint reading, building codes and energy efficient construction.

Graduates will have a working knowledge of building materials, concrete form construction, rough framing, roofing, stair construction, insulation and the application of interior and exterior trim.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
+CAB	1102	CARPENTRY: MILLWORK &				
		CABINETMAKING	3	0	15	8
CAR	1101	CARPENTRY	3	0	15	8 8
CAR	1103	CARPENTRY: FRAMING	3	0	15	8
CAR	1104		3 3 3	0	18	9
CAR		CARPENTRY: ESTIMATING	3	0	3	4
CAR	1114	BUILDING CODES	3	0	0	3
		TOTALS	18	0	66	40
RELA	TED (	COURSES				
BPR	1110	BLUEPRINT READING: BUILDING	G			
		TRADES	3	0	0	3
BPR	1111	BLUEPRINT READING &				
		SKETCHING I	3	0	0	3
BPR	1112	BLUEPRINT READING &				
		SKETCHING II	3	0	0	3
BUS	1103	SMALL BUSINESS OPERATIONS	3	0	0	3
MAT	100	FUNDAMENTALS OF				
		MATHEMATICS	5	0	0	5
MAT	1112	BUILDING TRADES MATHEMATI	CS 3	0	0	3
		TOTALS	20	0		20

GENI	ERAL I	EDUCATION	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
ENG ORI PSY RED	1102 100 1101 1101	COMMUNICATION SKILLS NEW STUDENT SEMINAR HUMAN RELATIONS READING IMPROVEMENT	3 1 3 2	0 0 0	0 0 0	3 1 3 2
		TOTALS	9	0	0	9
TOTAL CREDITS FOR DIPLOMA			47		66	<del>=</del>

+CAB 1109, 1110, and 1111 series is equivalent to CAB 1102

Cooperative Education Work Experience: Up to 2 credit hours may be substituted for RED 1101.

## TEACHER ASSISTANT (V-088)

The Teacher Assistant curriculum prepares individuals for work in assisting teachers. Individuals receive training in the areas of classroom procedures, preparation of educational materials, and audiovisual aids and typing.

Individuals will be qualified to prepare instructional materials, to assist with physical education programs, to construct audiovisual aids, and to assist the teacher in the performance of general classroom duties. Employment opportunities exist with public school systems and with private schools.

# COURSE AND HOUR REQUIREMENTS

#### **MAJOR COURSES**

CLIN/ CREDIT CLASS LAB SHOP HOURS

This program is undergoing major revisions. Course specifications are not available at time of publication. Please contact the early childhood department chair for details.

## WELDING (V-050)

The Welding curriculum gives students a sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops, and many others.

## **COURSE AND HOUR REQUIREMENTS**

MAJC	R CO	URSES	CLASS	LAB	SHOP	HOURS	
+WLD	1122	COMMERCIAL & INDUSTRIAL					
, ,,,		PRACTICES	2	0	9	5	
+WLD	1123	INERT GAS WELDING	3	0	12	7	
+WLD		PIPE WELDING	3	0	12	7	
+WLD		CERTIFICATION PRACTICES	3	0	6	5	
+WLD		BEGINNING WELDING	5	0	15	10	
+WLD	1142	INTERMEDIATE WELDING	5	0	15	10	
		TOTALS	21		69	44	
		TOTALIS	21	Ů	00	••	
	m=== (	TOT DO TO					
RELA	TED C	COURSES					
BPR	1104	BLUEPRINT READING:	•	0	0	0	
· .	خددد	MECHANICAL	3	0	0	3 3	
BPR	1117	BLUEPRINT READING: WELDIN	IG 3 3	0	0	3	
BUS	1105	INDUSTRIAL ORGANIZATION	υ	U	U	0	
MAT	1103	BASIC GEOMETRY & TRIGONOMETRY	5	0	0	5	
MEC	1112	MACHINE SHOP PROCESSES	1	0		2	
WILLO	1112	WHOTHINE BITOT 1100020020					
		TOTALS	15	0	3	16	
GENERAL EDUCATION							
GLITT	41 W. L.L. A						
MAT	100	FUNDAMENTALS OF					
WIAI	100	MATHEMATICS	5	0	0	5	
ORI	100	NEW STUDENT SEMINAR	1	0		1	
RED	1101	READING IMPROVEMENT	2	0	0	2	
				_			
		TOTALS	8	0	0	8	
		ELECTIVES	3	0	0	3.	
					==		
TOTA	L CRI	EDITS FOR DIPLOMA	47	0	72	71	

CLIN/ CREDIT

### ADDITIONAL COURSES FOR ADVANCED DIPLOMA

M	[AJC	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDI'
	LD	1140	WELDING POWER SOURCES NON-DESTRUCTIVE TESTING &	3	0	3	4
VV	LD	1143	INSPECTION	2	0	6	4
W	LD	1144	WELDING FABRICATION I	$\frac{2}{2}$	0	3	3
	LD	1145	WELDING FABRICATION II	2	0	6	4 7
W	LD	1147	PIPE & TUBE FITTING	3	0	12	7
W	LD -	1148	ADVANCED GAS SHIELDED ARC				
			WELDING	2	0	6	4
W	LD	1153	AUTOMATED WELDING:THEOR		0	0	4
			PRACTICE	3	0	3	4
			TOTALS	17	0	39	30
R	ELA	TED (	COURSES				
В	PR	1156	BLUEPRINT READING FOR				
			ADVANCED WELDING	2	2	0	3
M	ED	1115	METALLURGY	2	2	0	3
			TOTALS	4	4	0	6
TOTAL CREDITS FOR ADVANCED DIPLOM			IA 68	4	111	107	

+WLD 1110 and 1111 are equivalent to WLD 1122

WLD 1151 and 1152 are equivalent to WLD 1123

WLD 1113 and 1114 are equivalent to WLD 1124

WLD 1138 and 1139 are equivalent to WLD 1125

WLD 1104, 1105 and 1106 are equivalent to WLD 1141

WLD 1107, 1108 and 1109 are equivalent to WLD 1142

Cooperative Education Work Experience: Up to 3 credit hours may be taken in lieu of required electives.





**CERTIFICATE PROGRAMS** 

## **BASIC LAW ENFORCEMENT TRAINING (T-189)**

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers Certification Examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training Certification Examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriff's Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualifies one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

# COURSE AND HOUR REQUIREMENTS

MAJOR COURSES			CLASS	LAB		CREDIT
CJC	100	BASIC LAW ENFORCEMENT TRAINING	17	. 0	24	25
тот	AL CR	EDITS FOR CERTIFICATE	17		<del>=</del> 24	<u>=</u> 25

Cooperative Education Work Experience is not allowed.

Students should complete this program in 12 weeks.

# **HOSPITAL WARD SECRETARY (V-066)**

The Hospital Ward Secretary (Clerk) curriculum is an eleven week or one quarter program designed to prepare an individual to perform a variety of clerical duties such as maintaining patients' charts, requesting equipment and services for patients, requesting supplies and equipment for the nursing unit, and completing forms correctly.

Employment opportunities are available in doctors' offices, clinics, hospitals and other health agencies as hospital ward clerks or hospital ward secretaries.

## COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB		CREDIT
OSC	1100	HOSPITAL WARD SECRETARY: THEORY AND PRACTICE	12	0	12	16
RELA	TED (	COURSES				
PSY	104	HUMAN RELATIONS	3	0	0	3
GENI	ERAL I	EDUCATION				
ENG	1102	COMMUNICATION SKILLS	3	0	0	3
TOTA	L CRE	EDITS FOR CERTIFICATE	18	0	12	22

Cooperative Education Work Experience is not allowed.

Students should complete this program in one quarter.

#### NURSING ASSISTANT (V-072)

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes, and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

## COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB		CREDIT
NUR	3024	NURSING ASSISTANT I NURSING ASSISTANT II HOME CARE	2 3 2	2 4 2	6 9 0	5 8 3
ТОТА	L CRI	EDITS FOR CERTIFICATE	= 7	8	<u>=</u>	<del>=</del> 16

Cooperative Education Work Experience is not allowed.

Students should complete this program in one quarter.

## PHLEBOTOMY (V-168)

A Phlebotomy technician curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimens; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimens; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

## COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	HOURS
MLA MLA	1100 1102	CONCEPTS OF PHLEBOTOMY CLINICAL PHLEBOTOMY	10 0	4 0	0 12	12 4
		TOTALS	10	4	12	16
RELA	ATED (	COURSES				
SAF	111	CARDIOPULMONARY RESUSCITATION	1	0	0	1
		TOTALS	1	0	0	1
ТОТА	AL CRI	EDITS FOR CERTIFICATE	== 11	4	12	17

Cooperative Education Work Experience is not allowed.

Students should complete this program in one quarter.

#### REAL ESTATE APPRAISAL (T-224)

The purpose of the Real Estate Appraisal curriculum is to provide the prelicensing and pre-certification appraisal education requirements approved by the N. C. Real Estate Commission.

The courses required by the N. C. Real Estate Commission for prelicensing as a "state-licensed" appraiser are covered in this curriculum. These courses are Introduction of Real Estate Appraisal, Valuation Principles and Procedures, and Applied Residential Property Valuation.

The courses required by the N. C. Real Estate Commission for pre-certification as a "state-certified" appraiser are also provided. These courses are Introduction to Income Property Appraisal, Advanced Income Capitalization Procedures, and Applied Income Property Valuation. A good math background is very important in this curriculum. It is recommended that a student have mastered competencies found in a basic algebra course before taking Advanced Income Capitalization Procedures.

The courses required for the "state-licensed" appraiser and the "state-certified" appraiser must be completed in sequential order.

In addition to meeting the education requirements to become a "state-licensed" appraiser and/or a "state-certified" appraiser, an individual must pass the appraisal examinations given by the N. C. Real Estate Commission and meet the appraisal experience requirements. A "state-licensed" or "state-certified" appraiser will be able to identify himself or herself to the public as being state licensed and/or state certified, and will be qualified to perform appraisals in federally related transactions.

# COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB	CLIN/ SHOP	CREDIT
APR	110	INTRO TO REAL ESTATE				
4 7070		APPRAISAL	3	0	0	3
APR	111	VALUATION PRINCIPLES & PROCEDURES	3	0	0	3
APR	112	APPLIED RESIDENTIAL PROPER		U	U	J
		VALUATION	3	0	0	3
APR	113	INTRO/INCOME PROPERTY				
4 7070		APPRAISAL	3	0	0	3
APR	114	ADVANCED INCOME	0		^	0
APR	115	CAPITALIZATION PROCEDURES APPLIED INCOME PROPERTY	3	0	0	3
111 10	110	VAULUATION	3	0	0	3
TOTA	L CRI	EDITS FOR CERTIFICATE	18	0	0	18

Cooperative Education Work Experience is not allowed.

Students should complete this program in three quarters.

# REAL ESTATE (TECHNICAL SPECIALTY) (T-166)

The purpose of the Real Estate (Technical Specialty) curriculum is to provide the prelicensing education requirements needed for real estate salespersons and brokers.

The courses required by the North Carolina Real Estate Commission for prelicensing which are covered in this curriculum are Fundamentals of Real Estate, Real Estate Law, Real Estate Finance, and Brokerage Operations. In addition to these courses, Real Estate Math is also included.

After successful completion of Fundamentals of Real Estate, an individual may make application with the Real Estate Commission to take the prelicensing real estate salesperson examination. After successful completion of all the courses required by the Real Estate Commission, an individual may make application with the Commission to take the real estate prelicensing broker examination.

Employment opportunities are available in real estate firms as salespersons or brokers as well as a real estate broker in one's own business.

# COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	URSES	CLASS	LAB	SHOP	HOURS
RLS	101	FUNDAMENTALS OF REAL ESTA	ATE:	0	0	6
RLS	102	SALESMAN FUNDAMENTALS OF REAL ESTA	_	U	U	U
2020	101	LAW	3	0	0	3
RLS	103	FUNDAMENTALS OF REAL ESTA FINANCE	YTE: 3	0	0	3
RLS	104	FUNDAMENTALS OF REAL ESTA BROKER	ATE:	0	0	3
		BRUKER				
		TOTALS	15	0	0	15
RELA	TED (	COURSES				
CAS	100	INTRO TO MICROCOMPUTER APPLICATIONS	2	0	3	3
RLS	105	FUNDAMENTALS OF REAL ESTA	ATE:			3
		MATH	3	0	0	
		TOTALS	5	0	3	6
ТОТА	L CRI	EDITS FOR CERTIFICATE	20	0	3	21

Cooperative Education Work Experience is not allowed.

Students making satisfactory progress should complete this program in three quarters.

CLIN/ CREDIT

# SURVEYING (T-125) (Technical Specialty)

The Surveying (Technical Specialty) curriculum is designed for persons interested in learning to assist surveyors or engineers in land, forest, highway, marine, and other types of surveying. The emphasis of the program may be adapted by choice of electives. A certificate is awarded to students completing the program.

The graduates of this program will be prepared to determine exact location and measurements of points, elevations, lines areas, and contours of the surface of the earth for construction, map making, land valuation, mining, or other purposes. They may calculate information needed to conduct surveys from notes, maps, deeds, or other records. They will use surveying instruments and perform calculations to verify the accuracy of survey data.

## COURSE AND HOUR REQUIREMENTS

MAJO	OR CO	OURSES	CLASS	LAB	CLIN/ SHOP	CREDIT HOURS
DFT	101	TECHNICAL DRAFTING	1	0	3	2
MAT	101	ALGEBRA I	5	0	0	5
MAT	102	TRIGONOMETRY	5	0	0	5
SRV	101	SURVEYING	2	0	6	4
SRV	102	SURVEYING	2	0	6	4
SRV	103	SURVEYING	. 2	0	6	4
SRV	204	SURVEYING	2	0	6	4
ТОТА	L CR	EDITS FOR CERTIFICATE			<del>=</del> 27	<del>==</del> 28

Students who wish to acquire additional surveying skills may take any of the following courses:

CIV	223	CODES, CONTRACTS, AND				
		SPECIFICATIONS	2	0	0	2
MAT	103	ALGEBRA II	5	0	0	5
SRV	110	SURVEYOR PRACTICES	1	0	0	1

Cooperative Education Work Experience is not allowed.

This is primarily an evening program, and course offerings will vary quarter to quarter.

**DEVELOPMENTAL COURSES** 

#### **DEVELOPMENTAL COURSES**

If students, as a result of placement tests, are found to be deficient in English, mathematics, reading, and science skills, they will be required to take the appropriate courses from the following lists.

# COURSE AND HOUR REQUIREMENTS

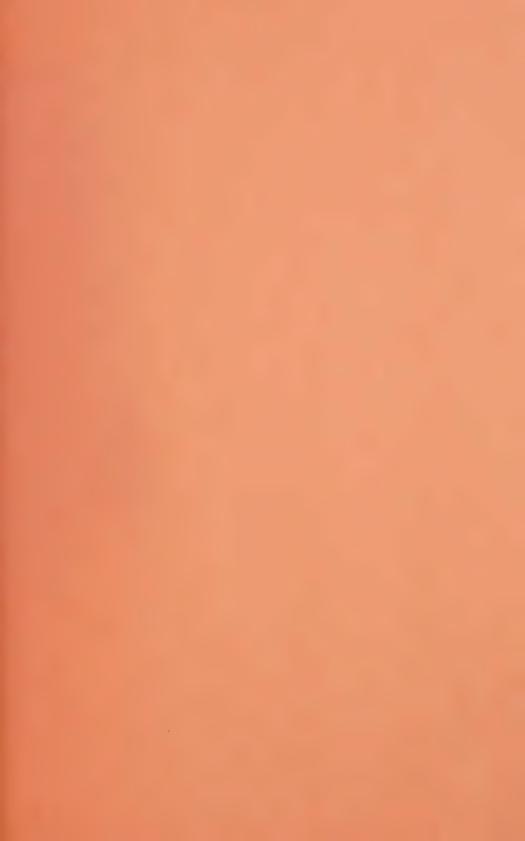
	DEVE	LOPM	ENTAL COURSES	CLASS	LAB	CLIN/ SHOP	HOURS
	ENGI	ISH					
	ENG	098	GRAMMAR I	5	0	0	5
	ENG	099	GRAMMAR II	3	0	0	3
	ENG	099A 101	GRAMMAR II LAB GRAMMAR & COMPOSITION I	0 3	2	0	1 3
+	ENG	101A		•	U	U	3
	DIVO	10121	LAB	0	2	0	1
+	ENG	102	GRAMMAR & COMPOSITION II	3	0	0	3
	ENG	102A	GRAMMAR AND COMPOSITION	II			
			LAB	0	2	0	1
	MATE	HEMAT	rics				
	MAT	090	DEVELOPMENTAL MATHEMATI	ics 5	0	0	5
	MAT	100	FUNDAMENTALS OF	ics o	U	U	υ
	1/11/1	100	MATHEMATICS	5	0	0	5
	MAT	100R	COMPUTATIONAL SKILLS	5	0	0	5
	MAT	101	ALGEBRA I	5	0	0	- 5
+	MAT	145	INTERMEDIATE ALGEBRA	4	0	0	4
	READ	ING					
	RED	091	READING DEVELOPMENT	5	0	0	5
	RED	093	READING DEVELOPMENT	3	0	ő	3
	RED	094	READING DEVELOPMENT	3	0	0	3
	RED	095	READING DEVELOPMENT	3	0	0	3
	RED	105	EFFECTIVE READING	3	0	0	3
	RED	1101	READING IMPROVEMENT	2	0	0	2
	SCIE	NCE					
- +	BIO	101	BASIC ANATOMY AND PHYSIOL	OGY 5	0	0	5
- +	CHM	106	ORGANIC AND BIOCHEMISTRY	3	2	0	4
- +	CHM	110	CHEMISTRY FOR HEALTH				
			SCIENCES	3	2	0	4

⁺ Developmental for college transfer curriculums only

NOTE: Developmental courses do not meet elective or graduation requirements.

^{+ +} Developmental for Pre-Health Sciences curriculums only

⁺⁺⁺Developmental for Pre-Nursing curriculums only





**COURSE DESCRIPTIONS** 

# COURSE PREFIX IDENTIFICATION

DEPT	IDENTIFICATION	PAGI
ACC	ACCOUNTING; TAXES	199
AHR	AIR CONDITIONING, HEATING & REFRIGERATION	19/
AIB	AMERICAN INSTITUTE OF BANKING	10'
ANT	ANTHROPOLOGY	201
APR	APPRAISAL	
	ARCHITECTURE	
ARC		
ART	ARTAUTOMATION TRAINING, AUTOMATION & ROBOTICS	200
ATR	AUTOMATION TRAINING, AUTOMATION & ROBUTICS	200
AUT	AUTOMOTIVEBANKING AND FINANCE	20
BAF	BANKING AND FINANCE	210
BIO	BIOLOGYBLUEPRINT READING.	212
BPR	BLUEPRINT READING	216
BUS	BUSINESS	218
CAB	CABINETMAKING	
CAR	CARPENTRY	224
CAS	COMPUTER APPLICATION	225
CHM	CHEMISTRY	227
CIV	CIVIL	228
CJC	CRIMINAL JUSTICE	229
COE	COOPERATIVE EDUCATION	232
COR	CORRECTIONAL SCIENCE	
COS	COSMETOLOGY	234
CSC	COMPUTER LANGUAGE PROGRAMS	236
DES	DESIGN (CREATIVE AND AESTHETIC)	241
DFT	DRAFTING DIESEL MECHANICS ENGINE	244
DIE	DIESEL MECHANICS ENGINE	246
ECO	ECONOMICS	
EDU	EDUCATION	248
ELC	ELECTRICAL	
ELN	ELECTRONICS	257
ENG	ENGLISH	262
GEO	GEOGRAPHY	265
GRO	GERONTOLOGY	265
HEA	HEALTH	265
HIS	HISTORY	266
HSE	HUMAN SERVICES	266
HYD	HYDRAULICS AND PNEUMATICS	270
INS	INSURANCE	270
ISC	INDUSTRIAL SCIENCE	271
LEX	LEGAL EDUCATION	273
LIB	LIBRARY SCIENCE	
MAS	MASONRY	277
MAT	MATHEMATICS	
MEC	MECHANICS	
MED	MEDICAL ASSISTING.	290
MHT	MENTAL HEALTH	291
MKT	DISTRIBUTION & MARKETING.	202
MLA	MEDICAL LABORATORY	201
MNT	MAINTENANCE	94 201
MRE	MEDICAL RECORDS	294

MUS	MUSIC	299
NUR	NURSING	233 200
NUT	NUTRITION	2∩2 2∩2
ORI	ORIENTATION	วกว
OSC	OFFICE SCIENCE EDUCATION	300
OTA	OCCUPATIONAL THERAPY	30.7
PED	PHYSICAL EDUCATION	310
PFT	PIPEFITTING	319
PHI	PHILOSOPHY	313
PHO	PHOTOGRAPHY	313
PHY	PHYSICS	
PLU	PLUMBING	
PME	POWER MECHANICS, SMALL ENGINES	
	& MOTORCYCL REPAIR	316
POL	POLITICAL SCIENCE	316
PSY	PSYCHOLOGY	
RAD	RADIOGRAPHY	320
REC	RECREATION HEALTH EDUCATION	331
RED	READING	
REL	RELIGION	332
RLS	REAL ESTATE	
RSP	RESPIRATORY	333
SAF	SAFETY	
SOC	SOCIOLOGY, GENERAL	337
SPA	SPANISH	339
SPH	SPEECH	339
SRV	LAND AND CONSTRUCTION SURVEYING	340
SSC	SOCIAL SCIENCE	341
TIT D	WELDING	



			Class	Lab	Clin/ Shop	Credit Hours
ACCOU	NTI	NG				
ACC 1	43	ACCOUNTING I/CREDIT UNIONS	3	2	0	4
Prerequi	isites	:				
external analysis	report of re	on and flow of financial information thronting. Areas include: principles, account evenue and expense, analysis of asset, lies concepts.	ing cycle	s, finar	ncial sta	tements,
ACC 1	44	ACCOUNTING II/CREDIT UNIONS	3	2	0	4
Prerequi	isites	:				
		study of accounting principles emphasizanagement decision making.	zing the	prepar	ation ar	nd use of
ACC 1	51	PRINCIPLES OF ACCOUNTING	3	2	0	4
Prerequi	isites	: BUS 109, or permission of instructor				
requiring	g the	ting concepts as applied to a single pro use of journals and general ledgers, pr dance sheet, and income statements.				
ACC 1	52	PRINCIPLES OF ACCOUNTING	3	2	0	4
Prerequi	isites	: ACC 151				
rizing, a	nd in	study of the accounting cycle with empl terpreting of data for management contract ate taxes, and basic applications for com	ol. Inclu	des a s	study of	summa- payrolls,
ACC 1	53	PRINCIPLES OF ACCOUNTING	3	2	0	4
Prerequi	isites:	: ACC 152				
Partners ysis and	ship a use o	nd corporation accounting, including a str of financial ratios.	udy of fin	ancial	stateme	nts anal-
ACC 2	22	INTERMEDIATE ACCOUNTING	5	2	0	6
Prerequi	isites	: ACC 153				
closing p	roce	iew of the accounting cycle, including study of dures. Includes a more detailed study of vestments, receivables, and inventories.	udy of fir f current	nancial assets	statem includi	ents and ing cash,

			Class	Lab	Clin/ Shop	Credit Hours
ACC	223	INTERMEDIATE ACCOUNTING	5	2	0	6
Prere	quisites	s: ACC 222				
Advar liabili	ties and	ndy of inventories, investments, and intar d stockholder's equity accounts and the s	ngible asse tatements	ets. Exa s of cha	imines l inges in	ong-tern financia
ACC	225	COST ACCOUNTING	3	2	0	4
Prere	quisites	s: ACC 153, or permission of instructor				
and fa	ctory o	ourposes of cost accounting. Includes accoverhead; job cost and standard cost princeosts; budgets; and executive use of cost	ciples and			
ACC	226	PAYROLL ACCOUNTING	3	2	0	4
Prerec	quisites	s: ACC 152				
for so	cial sec nsive p	study of federal and state payroll tax requirity and income withholding payments ayroll problem includes accounting for	and uner	nployn	ient tax	es. Com
ACC	229	TAXES	3	2	0	4
Prerec	quisites	:: ACC 153 or permission of instructor				
for sol	e propi	state income tax preparation. Includes prietorship, recording partnership income ital gains, accounting for rental property	on the ir	ıdividu	al retur	n, calcu
ACC	267	AUDITING/CREDIT UNIONS	3	2	0	4
Prerec	quisites	:				
portin	g of th	ich details the steps of preparing an auce audit results. Emphasis of the evaluation is of major topic concern.	dit, condu tion of in	cting a ternal	an audit control	and reand the
ACC	269	AUDITING	5	0	0	5

Prerequisites: ACC 153

Study of the audit profession. Stresses professional responsibilities and ethics. Introduces the audit process, including an overview, methods of obtaining audit evidence, and audit program planning. Closely examines evaluation of internal control and the reporting function. (This course is normally taken concurrently with ACC 223).

			Class	Lab		Credit Hours
ACC	270	COMPUTER APPLICATION OF ACCOUNTING	1	4	0	3

Prerequisites: ACC 153

Computerized practice set on the computer. The student works with accounts receivable, payroll, general ledger, and accounts payable in a comprehensive accounting system.

# AIR CONDITIONING, HEATING AND REFRIGERATION

AHR	101	AIR CONDITIONING & REFRIGERATION	3	0	3	4

# Prerequisites:

Introduction to the air conditioning and refrigeration field and to terminology relating to heating and cooling systems. Topics included are the basic laws of refrigeration, heat and heat transfer methods, servicing tools and equipment, and tubing and fittings. Shop practice will be given in operations such as tube bending, flaring, swaging, and soldering.

AHR 201	PRINCIPLES OF HEATING	3	0	3	4
AIII ZUI	THINGH LED OF HEATING	U	U	U	72

# Prerequisites:

Warm air systems, heat emitter, electric heating, forced hot water and steam heating systems, including selection and sizing of equipment such as registers, grills, furnaces, boilers, radiators, baseboards, piping, and ducts. Heating layout and specifications for an existing structure or one in blueprint stage will be prepared.

AHR	1102	INTRODUCTION TO COOLING &				
		HEATING SYSTEMS	3	0	9	6

# Prerequisites:

Covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial and heating systems are included. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

AHR	1103	INTRODUCTION TO COOLING				
		SYSTEMS	2	0	6	4

# Prerequisites:

Covers the basic principles of cooling related to residential and industrial systems. Air conditioning and refrigeration systems are studied as well as fluid flow, air distribution, and control systems. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

			Class	Lab	Clin/ Shop	Credit Hours
AHR	1104	INTRODUCTION TO HEATING SYSTEMS	1	0	3	2

Covers the basic principles of heating systems related to residential and industrial systems including oil, gas, and electric. AHR 1103 and AHR 1104 are equivalent to AHR 1102.

AHR 1115 FUNDAMENTALS OF HEATING 2 0 6 4

## Prerequisites:

An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and duct work to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating, and heat distribution systems.

AHR 1117 PRINCIPLES OF AIR CONDITIONING I 2 0 6

#### Prerequisites:

Course covers various heating, cooling and ventilating systems, and the investigation and control of factors affecting air cleaning, movement, temperature, and humidity. AHR 1117 and AHR 1118 are equivalent to AHR 1123.

AHR 1118 PRINCIPLES OF AIR CONDITIONING II 1 0 6 3

# Prerequisites:

Course covers psychrometric charts in determining equipment needs to produce optimum temperature and humidity control. Air conditioning equipment is selected, assembled, installed, wired, calibrated, and tested. Sizing, installing and balancing of duct work is performed as needed. AHR 1117 and AHR 118 are equivalent to AHR 1123.

AHR 1119 PRINCIPLES OF REFRIGERATION I 2 0 6 4

# Prerequisites:

An introduction to the principles of refrigeration. Terminology and the use and care of tools and equipment. Practical work with hand tools and materials is given to develop basic skills in the operation of refrigeration systems. Standard procedures and safety measures are stressed. AHR 1119 and AHR 1120 are equivalent to AHR 1121.

AHR 1120 PRINCIPLES OF REFRIGERATION II 1 0 6 3

Prerequisites: AHR 1119

Further study of the principles of refrigeration. Terminology and identification and the function of the component parts of refrigeration systems are covered. Practical work with piping and duct work is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measures are stressed. AHR 1119 and AHR 1120 are equivalent to AHR 1121.

AHR 1121 PRINCIPLES OF REFRIGERATION 3 0 12 7

#### Prerequisites:

An introduction to the principles of refrigeration. Terminology, the use and care of tools and equipment, and the identification and the function of the component parts of refrigeration systems are covered. Practical work with hand tools, materials, piping, and duct work is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measures are stressed. AHR 1119 and AHR 1120 are equivalent to AHR 1121.

AHR 1122 DOMESTIC AND COMMERCIAL REFRIGERATION 3 0 6 5

Prerequisites: AHR 1121

Domestic refrigeration servicing of conventional and hermetic systems. Cabinet care, controls, and system maintenance in window air conditioning units and domestic refrigerators and freezers are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. Manufacturer's catalogs are used in sizing and matching system components and a study of controls, refrigerants, heat reclamation maintenance, and servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.

AHR 1123 PRINCIPLES OF AIR CONDITIONING

3 0 12 7

## Prerequisites:

Includes a study of the selection of various heating, cooling, and ventilation systems and the investigation and control of factors affecting air cleaning in air movement, temperature, and humidity. Psychometric charts are used in determining optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of duct work is performed as needed. AHR 1117 and AHR 1118 are equivalent to AHR 1123.

AHR 1124 AIR CONDITIONING, HEATING & REFRIGERATION SERVICE 3 0 6 5

Prerequisites: AHR 1123

Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air conditioned space. Shop work involves locating and correcting equipment failures and controlling, testing, and adjusting heating and cooling equipment to maximize energy conservation.

		Class	Lab	Clin/ Shop	Credit Hours
AHR 1125	DUCT CONSTRUCTION & INSTALLATION	3	0	6	5

Study of the fabrication, installation, and maintenance of ducts using various materials and fittings to achieve correct air flow. Course covers safety, fabrication, tools and equipment, cutting and shaping, fasteners and fabrication practices, fans insulation, ventilating hoods, layout methods, and development of duct systems. The student will study the installation of various duct systems and perform on-the-site modifications.

AHR	1126	ALL YEAR COMFORT SYSTEMS	3	0	6	5
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Prerequisites: AHR 1123, 1128

Equipment used to provide heating and cooling for "all year" comfort will be studied. Included will be heat pumps, oil-fired, gas-fired, water-circulating, electric-resistance and solar heating and cooling systems. Specialized controls required for all year comfort systems, preventive maintenance, and balancing are included in the course.

# AHR 1128 AUTOMATIC CONTROLS 3 0 6 5

Prerequisites: AHR 1122; ELC 1102

Types of automatic controls and their function in heating and cooling systems. Included in the course will be electric, electronic, mechanical, and pneumatic controls for domestic and commercial heating and cooling along with zone controls, unit heater and ventilator controls, commercial fan system controls, commercial refrigeration controls, and radiant panel controls.

#### AMERICAN INSTITUTE OF BANKING

AIB 202 PRINCIPLES OF BANK OPERATION 4 0 0 4

## Prerequisites:

Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

# AIB 205 BANK MANAGEMENT 4 0 0 4

# Prerequisites:

Philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management.

			Class	Lab		Credit Hours
AIB	209	INSTALLMENT CREDIT	4	0	0	4

Techniques of installment lending presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

AIB 210 MONEY AND BANKING 4 0 0 4

## Prerequisites:

Stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and structuring of portfolios.

AIB 213 TRUST FUNCTIONS 4 0 0 4

# Prerequisites:

Presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not just those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

AIB 215 BRANCH MANAGEMENT 2 4 0 4

# Prerequisites:

Course includes lending, management, and operations. Intended for management trainees, branch managers, and assistant managers. Classified in Functional Banking area, course is recommended for diploma in Retail Banking, in Commercial Lending, and is required for Branch Operations diploma.

AIB 219 CREDIT ADMINISTRATION 4 0 0 4

# Prerequisites:

Directed toward the executive level and concerned partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.

			Class	Lab		Credit Hours
AIB	220	BANK CARDS	3	0	0	3

Classified in Functional Banking area, this course is a beginning level and recommended for diploma in Retail Banking, in Banking Marketing, and is required for Bank Card diploma.

AIB	228	CONSUMER	CREDIT	ANALYSIS	4	0	0	4
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#### Prerequisites:

Designed for individuals who understand the basics of consumer lending and its function within a bank but need specific training on the many aspects of making a consumer loan. Includes legal and regulatory issues; credit application, investigation, and scoring fundamentals; credit decision considerations; and loan interviewing, documentation, closing, and review.

AIB	229	FINANCIAL PLANNING FOR				
		BANKERS	4	0	0	4

## Prerequisites:

Designed for individuals with customer contact, including bank managers, consumer credit, trusts, marketing, new business development, operations, and consumer information staff. Assumes no previous formal education or training has been done in financial planning. Provides a general appreciation of the topic, and its application to the current banking environment.

AIB	230	INTRODUCTION TO COMMERCIAL				
		LENDING	4	0	0	4

## Prerequisites:

Explores various aspects of a bank's commercial loan department including cost analysis, regulatory and legal environment, and business development.

AIB	231	SAVINGS & TIME DEPOSIT BANKING	4	0	0 4
		BANKING		0	_

# Prerequisites:

Reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. Begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

			Class	Lab		Credit Hours
AIB	232	AGRICULTURAL FINANCE	4	0	0	4

Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital rather than the examination of land and labor resources which are more closely aligned with agricultural production. An understanding of agricultural finance should help the banker in satisfying the credit needs of modern agriculture.

AIB 233 ANALYZING FINANCIAL STATEMENTS 4 0 0 4

## Prerequisites:

Characteristics of financial statements and financial statements analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

AIB 239 BANK PUBLIC RELATIONS & MARKETING 4 0 0 4

# Prerequisites:

Discusses the basis of public relations, both internal and external, and seeks to explain the why, the what, and some of the how of public relations and marketing. Intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing.

AIB 250 REAL ESTATE FINANCE 4 0 0 4

# Prerequisites:

Classified in Functional Banking area, this course is designed for personnel involved in mortgage credit and is recommended for diploma in Retail Banking.

AIB 259 LAW AND BANKING 4 0 0 4

# Prerequisites:

Introduction to basic U.S. law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasicontracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of titles, and secured transactions. Emphasis is on the Uniform Commercial Code.

Class	Lab	Credit Hours	

#### ANTHROPOLOGY

ANT 160 INTRODUCTION TO ANTHROPOLOGY

5 0 0 5

Prerequisites: Specified score on Reading Skills test or RED 094

General introduction to anthropology, the science of man as the culture-bearing animal. Topics considered: physical evolution of mankind and biological variations within and between modern human populations, prehistoric and historic developments of culture, cultural dynamics viewed analytically and comparatively.

ANT 161 SOCIETIES AROUND THE WORLD

5 0 0 5

Prerequisites: Specified score on Reading Skills test or RED 094

Ethnolographic survey of world culture areas showing similarities and variations in cultural patterns.

#### APPRAISAL

APR 110 INTRO TO REAL ESTATE APPRAISAL

3 0 0 3

# Prerequisites:

This course introduces the student to the subject of real estate appraisal and prepares the student for the APR 111 course on "Valuation Principles and Procedures". It begins with coverage of basic real property law, followed by coverage of the various concepts of value and the operation of real estate markets. Relevant mathematical concepts are then reviewed and the student is introduced to statistical concepts used in appraisal practice. Next comes coverage of real estate financing terminology and practices, followed by an introduction to the basics of residential construction and design. The student is then provided an overview of the entire valuation (appraisal) process, and the course concludes with specific coverage of residential neighborhood analysis and property analysis, two of the most important preliminary steps in the appraisal process.

# APR 111 VALUATION PRINCIPLES & PROCEDURES

3 0 0 3

Prerequisites: APR 110 or equivalent

This course focuses on the procedures (methodology) used to develop an estimate of property value and how the various principles of value relate to the application of such procedures. Emphasis is on appraisal of residential 1-4 unit properties and small farms; however, all the concepts and procedures covered are applicable to the appraisal of all types of properties. The course begins with a review of the appraisal process and proceeds into thorough coverage of the sales comparison approach, followed by site

0

3

valuation methods used to appraise residential 1-4 unit properties. The cost approach is then covered in depth. The basic concepts and methodology associated with the income approach are covered, with emphasis on direct capitalization using an overall rate and the gross rent multiplier technique. Finally, the student is introduced to the process of reconciling property value estimates obtained through application of the approaches to value.

APR 112 APPLIED RESIDENTIAL PROPERTY VALUATION 3 0

Prerequisites: APR 111 or equivalent

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and procedures of the appraisal of residential 1-4 unit properties and small farms. The student is first acquainted with federal laws/regulations applicable to appraisers and the provisions of the North Carolina Real Estate Appraisers Act and related Commission Rules. Next comes coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules), followed by coverage of appraisal reports, with emphasis on standard report forms. The student then participates in a comprehensive case study of an appraisal of a single-family house using the USAR form. Instruction is then provided on various special considerations in appraising other types of residential 1-4 unit properties and in appraising farms. Finally, the student is introduced to appraising special (partial) property interests and to condemnation appraisals.

APR 113 INTRO/INCOME PROPERTY APPRAISAL

3 0 0 3

Prerequisites: APR 112 or equivalent

This course introduces concepts and techniques used to appraise real estate income properties. It begins with a discussion of underlying economic principles and motivations for investing in income property. The appraisal process is then reviewed with emphasis on income property. This is followed by a discussion of real estate market analysis, property analysis, and site valuation. Mathematical and statistical concepts used in the appraisal of income property are covered next followed by coverage of how to use financial tables and/or financial calculations to solve a variety of problems associated with analysis of real estate income properties, including present value, loan calculations, estimation of net operating income, and estimation of before tax cash flow. Next, students learn how to estimate the value of a real estate income property by using a gross income multiplier and by direct capitalization with an overall rate. Finally, students are introduced to other capitalization rates.

APR 114 ADVANCED INCOME CAPITALIZATION PROCEDURES 3

3 0 0 3

Prerequisites: APR 113 or equivalent MAT 101 or equivalent

This course reviews and then expands on the concepts introduced in Course APR 113. The direct capitalization techniques introduced in APR 113 are expanded to include various band of investment and residual techniques used in income property appraisal.

Clin/ Credit
Class Lab Shop Hours

This is followed by a thorough discussion of the concepts of yield rates and of discounted cash flow analysis (yield capitalization), which is the primary focus of this course. Financial leverage is also discussed so students better understand the relationship between various yield rates and capitalization rates. Several traditional yield capitalization formulas including Inwood, Hoskold, Ellwood and Akerson, are then discussed. Although rendered obsolete by the advent of financial calculators, these formulas are still used by many appraisers and students should be familiar with them. A financial calculator is required for this course.

APR 115 APPLIED INCOME PROPERTY VALUATION

3 0 0 3

Prerequisites: APR 114 or equivalent

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and practices of the appraisal of income properties. The course begins with a review of federal laws/regulations applicable to appraisers, followed by coverage of the North Carolina Real Estate Appraisers Act and related Commission Rules, and coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules). Preparation of narrative appraisal reports is then covered, with students also being introduced to the Uniform Commercial and Industrial Appraisal Report (UCIAR) form. Coverage then shifts to appraising leased income properties, with emphasis on the effect of various lease provisions on the value estimate. The student then participates in highest and best use case studies, followed by case studies of appraisals of various types of existing income properties, which is the major focus of the course. The course concludes by covering considerations in appraising various development projects.

#### ARCHITECTURE

ARC 104 ARCHITECTURAL DRAFTING

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Prerequisites:

Beginning course in architectural drafting. Course includes orthographic and isometric drawings.

ARC 105 ARCHITECTURAL DRAFTING

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Prerequisites: ARC 104

Intermediate course in architectural drafting. Course includes the mechanics of perspective drawing and rendering techniques. ARC 104 and 105 are equivalent to ARC 106.

ARC 106 ARCHITECTURAL DRAFTING

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Prerequisites:

Designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, pictorial sketching, geometric construction, and orthographic instrument drawing of principal views. Projection problems dealing with principles of isometric, oblique, and perspective drawings are included. Applications of descriptive geometry are used in visualization and analytical solutions of the drafting problems involving auxiliary views, intersections, and developments.

ARC 107 ARCHITECTURAL DRAFTING

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Prerequisites: ARC 106; CIV 105

Includes the development of techniques in architectural lettering, symbols, dimensioning, freehand and instrument drafting, and the development of a complete set of working drawings for a residence, with construction details and the use of appropriate material symbols and connections. Sections, scale details, and full-size details will be prepared from preliminary sketches.

ARC 108 ARCHITECTURAL DRAFTING

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Prerequisites: ARC 107, 109; CIV 105

An indepth approach to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing, and drawings of construction details, using appropriate material symbols will be included. A continuation of ARC 107, this course includes an introduction to commercial working drawings. Working drawings, including plans, elevations, sketches, scale details, and wall section details are prepared from preliminary sketches.

ARC 109 ARCHITECTURAL MECHANICAL EQUIPMENT

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Prerequisites:

General study of heating, air conditioning, plumbing, and electrical equipment, materials, and symbols, and building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings prepared by mechanical engineers and coordination of mechanical and electrical features with structural and architectural designs are included.

ARC 201 ARCHITECTURAL DESIGN

3

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Propositioit

Prerequisites: ARC 108

Study of basic design principles, aesthetic considerations, and basic graphics. Study of architectural design, use of ink, and color renderings.

ARC 202 ENVIRONMENTAL DESIGN

2 0

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Prerequisites: ARC 108

Clin/ Credit
Class Lab Shop Hours

Design principles of regional and city planning, research reports, maps, and problems in environmental design.

ARC 205 COMPUTER AIDED DRAFTING (AUTOCAD)

1 2 3 2

Prerequisites: ARC 203

Introduction to Autocad. Students to become proficient in basic Autocad, involving basic Autocad commands.

ARC 220 ARCHITECTURAL DRAFTING

0 9 5

Prerequisites: ARC 108

Includes commercial working drawings; materials used in commercial buildings; systems of construction; and drawing of structural plans and details as prepared for building construction, including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction are studied. Reference materials are used to provide the draftsman with skills and knowledge in locating data and in using handbooks.

ARC 221 ARCHITECTURAL DRAFTING

2 0 9 5

Prerequisites: ARC 220

Individual or group projects which involve the coordination of working drawings for commercial work. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.

ARC 222 ARCHITECTURAL DRAFTING

0 9 5

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Prerequisites: ARC 221; CIV 235; SRV 101

Preparation of a complete set of working drawings for the architectural structure, coordinating floor plans, elevations, wall sections, and details. Site plans are studied and drawn. Final assembly of the complete document for construction purposes made. Plans include environmental and energy considerations.

ARC 233 OFFICE PRACTICE SEMINAR

2 0 0 2

Prerequisites:

Study of the professional relationship of the architectural firm to clients, contractors, suppliers, consultants, and other architects. Ethics of the profession as applied to the draftsman's role in the architectural firm are emphasized as well as the legal aspects of architectural practice.

ILLUL						
ART	102	DRAWING I	2	4	0	4
Prere	quisites	:				
Emph these	asis on basic te	basic principles and fundamentals of drav chniques in problems in perspective drawin	wing. Ir	ncludes Irawing	applica from n	tion of ature.
ART	103	DRAWING II	2	4	0	4
Prere	quisites	: ART 102				
	e consis nd dry r	ets of a series of problems in which student nedia.	s exploi	re color	and ad	vanced
ART	104	DRAWING III	2	4	0	4
Prerec	quisites	: ART 103				
		ting of a series of problems concentrating or e, and figure.	n tonal :	interpre	etation (	of still-
ART	160	ART APPRECIATION	. 3	0	0	3
Prerec	quisites					
Explor standi	ratory sing and	tudy of the visual experience; intended to e enjoyment of art.	nhance	the stu	ident's	under-
ART	170	COLOR AND DESIGN	5	0	0	5
Prerec	quisites					
		ciples common to all visual work emphasiz exture and their psychological and physical				
AUTO	)MATI	ON TRAINING, AUTOMATION & ROBO	OTICS			
ATR	240	INTRODUCTION TO ROBOTICS	3	2	0	4
Prerec	quisites:	HYD 235; MEC 237, 270				
This is	s a fund s.	damental course in application, programmin	g, and	mainter	nance of	f robot
206						

Clin/

Shop

Lab

Class

Credit

Hours

ART

AUT 102 INTERNAL COMBUSTION ENGINES 3 0 9	6
Prerequisites:	
A thorough study of the internal combustion engine including identification, a servicing, and maintenance of engine components, as well as engine performanting and engine overhaul.	
AUT 103 ELECTRICAL SYSTEMS I 5 0 12	9
Prerequisites:	
A study of the theory and operation of the chassis, charging and starting elessistems. The use of tools, manuals, and equipment for diagnosing and repair electrical systems are emphasized.	ectrical ing the
AUT 104 ELECTRICAL SYSTEMS II 2 0 3	3
Prerequisites: AUT 103	
This course provides a thorough use of various test instruments: Analog meters, meters, oscilloscopes. Equipment usage will include engine electrical analyzers a stress troubleshooting, starting, charging, and ignition systems of the engine.	digital and will
AUT 105 CHASSIS & SUSPENSION 3 0 6	5
Prerequisites:	
A thorough study of the suspension and steering systems to include identification diagnosis, replacement of parts, and adjusting of front suspension and steering. The use and care of hand tools, special tools, equipment, and service manufunctuded. This course provides a thorough understanding of principles and function of the components of automotive chassis and suspension systems.	angles. als are
AUT 106 MANUAL TRANSMISSIONS & AXLES 3 0 6	5
Prerequisites:	
A study of the theory and operation of the automotive manual drive train and Included will be testing, servicing, and maintenance of the various component of tools and special equipment required in testing service and repair as well as pro-	ts. Use
	207

An introduction to the fundamental parts and systems of an automobile with emphasis placed on basic troubleshooting, general maintenance and tools.

**AUTOMOTIVE** 

100

Prerequisites:

AUT

PREVENTIVE MAINTENANCE

INTERNAL COMBUSTION ENGINES

Clin/

Shop

3

Lab

0

Class

0

Credit

Hours

		Class	Lab	Clin/ Shop	Credit Hours
experience :	in major service and overhaul of the man	nual drive	train a	nd axles	s systems
AUT 107	AUTOMATIC TRANSMISSIONS & TRANSAXLES	3	0	6	5
Prerequisit	es: AUT 106				
	e leads the student into automatic trans nydraulic principles, automatic overdrive,				
AUT 108	BASIC FUEL SYSTEMS	2	0	6	4
Prerequisit	es:				
buretors, fu	covers principles of automotive fuel systel pumps, and intake systems. Upon core and reassemble carburetors and make n	mpletion, s	student	s will b	
AUT 110	AUTOMOTIVE HEATING/AIR CONDITIONING	3	0	6	5
Prerequisite	es:				
pressors, ex	covers principles of refrigeration and its pansion valves and their services. Upon ice, and repair air conditioning systems a	completion	n, stud	oics incl ents wi	ude com- ll be able
AUT 203	AUTOMOTIVE ELECTRONICS	3	4	0	5
Prerequisite	es: ELN 106				
placed on c	covers basic electronically controlled systom computer controlled systems. Upon com d repair electronically controlled systems	pletion, st			

AUT 210 BRAKE SYSTEMS 3 0 6 5

# Prerequisites:

A study of the theory and operation of the automotive brake systems to include testing, servicing, and maintenance of the various components. Use of tools and special equipment required in testing, calibration, and repair, as well as practical experience in major service and overhaul of the brake systems are included.

AUT 218 AUTOMOTIVE FUEL INJECTION 0 9 6

Prerequisites: AUT 108

This course covers the fuel injection systems used in today's automobile. Throttle body injection, port fuel injection and sequential port fuel injection will be studied. The Clin/ Credit
Class Lab Shop Hours

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operation of each system will be studied as well as how to test, troubleshoot and repair the fuel injection systems.

AUT 219 ENGINE PERFORMANCE & DRIVEABILITY

0 9 6

Prerequisites: AUT 103, AUT 104, AUT 108

Co-requisites: AUT 203

This course is designed to use all the skills the student has gained from previous engine fuel and electrical/electronics courses in developing a technician who understands the needs and limits of the modern engine. Emphasis will be on diagnosing and repairing problems related to the operation of the engine with limits set by the manufacturer.

AUT 220 AUTOMOTIVE SERVICING

0 6 4

Prerequisites:

A general study of the theory and operation of all the systems of the automobile. Included will be testing, diagnosing, servicing, and maintenance of all major systems.

AUT 221 AUTOMOTIVE INTERNSHIP I

0 20 2

Prerequisites:

The student will spend twenty (20) hours per week in an on-the-job automotive experience under supervision. Emphasis will be placed on preventive maintenance and automotive servicing procedures, mechanical adjustments and calibration, and operational systems testing. Student's performance will be evaluated by the instructor with the assistance of the work supervisor.

AUT 222 AUTOMOTIVE INTERNSHIP II

0 20 2

Prerequisites:

The student will spend twenty (20) hours per week in an automotive work environment working on problems associated with engine maintenance. Emphasis will be placed on diagnosing and repairing ignition and fuel control systems. Included will be compression testing and valve adjustment. Student's performance will be evaluated by the instructor with the assistance of the work supervisor.

AUT 224 AUTOMOTIVE PRACTICES I

0 0 6 2

Prerequisites:

The student will spend six (6) hours per week in the auto shop, under supervision, performing automotive servicing procedures, mechanical adjustments, and testing of various auto systems.

AUT 225 AUTOMOTIVE PRACTICES II

0 0 6 2

Prerequisites:

Clin/ Credit
Class Lab Shop Hours

The student will spend six (6) hours per week in the auto shop, under supervision, testing, diagnosing and repairing various ignition and fuel control systems.

#### BANKING AND FINANCE

BAF 136 INTRODUCTION TO CREDIT UNIONS

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#### Prerequisites:

A systematic introduction to the credit union movement, the nature of credit unions, their history and a brief explanation of affiliated organizations, including the NCUA. The legal basis for the operation of credit unions is examined along with share drafts and VISA cards, traditional services, and the roles and functions credit union management. The developing credit union financial system and the basics of credit union insurance and bonding are also explained. SC/NC grading.

#### BAF 137 MANAGEMENT/CREDIT UNIONS

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Prerequisites:

Study of management principles: motivation, organization, manager's role in human behavior, decision making, planning, directing, controlling and development. General elements of management as well as means of application towards credit union operations. Also consultation and training as management tools.

#### BAF 138 CREDIT UNION OPERATIONS

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Prerequisites:

The course focal points involve the functions of teller transactions, loan policies and current regulations, including ECOA and Truth-in-Lending, are discussed. Financial counseling skills are taught, emphasizing both interviewing techniques and methods of personal finance. Collection systems and control are also emphasized. The last section of the course deals with credit union and the law.

# BAF 139 FINANCIAL MANAGEMENT/CREDIT UNIONS

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Prerequisites:

A developmental course designed to increase skills of financial management within credit union operations. General review of financial accounting with progressive analysis of generated financial data. Implications of risk management are discussed along with investing procedures.

#### BAF 142 PERSONNEL ADMIN/CREDIT UNIONS

3 0

0 3

Prerequisites:

		Clin/	Credit
Class	Lab	Shop	Hours

Study of management applications to office and personnel situations: systems and procedures, office layout, records management, information media, supervisory skills, development of office employees, salary administration, job evaluation, labor relations, performance appraisal, training methods, benefit program and management responsibility in personnel relations.

BAF 145 RISK MANAGEMENT & INSURANCE/CREDIT UNIONS

3 0 0 3

#### Prerequisites:

Concepts and principles involved in the production and operation of risk management and control. Achievement of financial objectives through risk management tools. Also utilization of insurance, self-insurance and loss prevention as management tools. Topics: concept of risk, risk management function, identification measurement and control of risk, insurance concepts, personal property and liability insurance risk, and selection of type of insurance and organization.

BAF 146 ECONOMICS/CREDIT UNIONS

2 0

#### Prerequisites:

A systematic study and analysis of economic activities. Topics: economic concepts, national income, pricing, supply and demand, income, savings and living standards, business organization, labor and industrial relations, government economic role, business cycles and forecasting, banking system, economic problems, and other economic systems.

BAF 147 MARKETING/CREDIT UNIONS

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# Prerequisites:

The concepts of planning and developing a marketing program and techniques of strategy. Topics: market structure, buyer, behavior, product packaging and branding, distribution, promotion, pricing, integration of marketing programs, controlling of program, and cost value to society.

BAF 148 FINANCIAL COUNSELING/CREDIT UNIONS

0 0

# Prerequisites:

Study of financial needs and resolutions of consumers. Topics: family components, social security, life insurance and annuities, savings and investments, estate planning, wills and trusts, consumer education, types techniques, and evaluation and ethics of counseling.

BAF 149 CREDIT & COLLECTIONS/CREDIT UNIONS

3 0 0

# Prerequisites:

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Aspects of extending credit and policies of collection of accounts. Topics: role of credit, types of consumer credit, basis of credit, decision making in credit, scoring systems, practices and systems of collection, business and government credit functions, and control of credit operations.

BAF 150 BUSINESS LAW/CREDIT UNIONS 3 0 0

#### Prerequisites:

A study of law as it applies to general business and a working knowledge of legal terminology. Topics: contracts, agency, commercial paper, bankruptcy, social forces, and legal rights.

BAF 151 MONEY & BANKING/CREDIT UNIONS 3 0 0 3

#### Prerequisites:

Stresses the structure of financial institutions and their role in the financial and economic fields. Topics: money and its functions, federal reserve system, interest rates, monies role and impact on the economy including the national debt. History and creation of money is also reviewed.

BAF 153 DATA PROCESSING/CREDIT UNIONS 3 0 0 3

## Prerequisites:

This course is designed to provide students with an up-to-date introduction to the principles of computers and data processing. Topics: computer functions, hardware, software, systems and the integration of the systems into business and credit union settings.

#### **BIOLOGY**

BIO 100 HUMAN BIOLOGY

5 0 0

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Prerequisites: RED 095 or equivalent score on Reading Skills Test

Introduces the normal structure and function of the human body. Presents the cell as the basic building block of the human organism and introduces some basic concepts in chemistry to provide a basis for understanding the body functions. Includes medical terminology appropriate to each body system used in describing various body parts, medical procedures, and disease states. Ways of detecting disease states are considered. Designed for students in the medical office technology and human services curriculums.

BIO 101 BASIC ANATOMY AND PHYSIOLOGY 5 0 0 5

Prerequisites: RED 095 or appropriate score on Reading Skills Test Corequisites: Enrollment in Medical Assisting or T-201 programs

Class Lab Shop Hours

Foundation of facts and principles in the normal structure and related functioning of the following body systems: skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, endocrine, integumentary, nervous, and special sense organs. Presents principles and concepts of physiology and immunology. Presentation of the normal body as a basis for understanding variations from the normal. Enrollment in this course more than two times requires the written permission of the Science Department Chairman.

BIO 101A BASIC ANATOMY AND PHYSIOLOGY LABORATORY

0 2 0 1

Prerequisites:

Corequisites: BIO 101

This course uses the laboratory setting to present the student with a foundation of facts and principles in the normal structure and related functioning of the human body, including cell structure, tissues, body organization and the anatomy and physiology of the following body systems: skeletal, muscular, digestive, circulatory, respiratory, urinary, reproductive, integumentary, nervous, and special sense organs.

BIO 107 ANATOMY & PHYSIOLOGY I

4 2 0 5

Prerequisites: RED 095 AND BIO 101 with a grade of C or better or appropriate scores on the placement tests

A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs, and systems. Included are the basic anatomical and physiological aspects of the integumentary, skeletal, muscular, respiratory, cardiovascular, and lymphatic systems. The laboratory portion includes relevant experiments to augment the student's learning of body structure and function. Enrollment in this course more than two times requires the written permission of the Science Department Chairman.

BIO 108 ANATOMY & PHYSIOLOGY II

2 0 5

Prerequisites: BIO 107

A continuation of the study of the structure and normal function of man as a living organism. Included are the basic anatomical and physiological aspects of the nervous, endocrine, urinary, digestive, and reproductive systems; the special senses; and fluid and electrolyte balance. The laboratory portion includes relevant experiments to augment the student's learning of body structure and function.

BIO 120 PRINCIPLES OF DISEASE

2 0

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Prerequisites: BIO 108 and OSC 120

Corequisites: Enrollment in OTA or MRT curriculums

Selected disease processes will be presented from childhood through geriatrics. Emphasis will be placed on etiology, prognosis and management. Laboratory will emphasize the study of medical case histories as they relate to the disease process.

BIO 151 HUMAN ANATOMY & PHYSIOLOGY I 3 2 0 4

Prerequisites: BIO 101 with a grade of C or better; RED 095 or appropriate scores on

the placement tests. CHM 110 or equivalent with grade of C or better.

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Corequisites: Enrollment in Nursing or T-201 programs

Study of the microscopic and macroscopic structure of the human body. Includes a study of normal physiology as a basis for understanding pathophysiological states. Covers cells, tissues, body organization, and integumentary, cardiovascular, respiratory, and digestive systems. Enrollment in this course more than two times requires the written permission of the Science Department Chairman.

BIO 152 HUMAN ANATOMY & PHYSIOLOGY II

Prerequisites: BIO 151 Corequisites: Enrollment in Nursing or T-201 programs

Continues the study of the structure and function of the human body including a comprehensive study of normal human nutrition. Covers the nervous and endocrine systems. Enrollment in this course more than two times requires the written permission of the Science Department Chairman.

BIO 153 HUMAN ANATOMY & PHYSIOLOGY III

3 2 0 4

Prerequisites: BIO 152

Corequisites: Enrollment in Nursing or T-201 programs

Continues the study of the structure and function of the human body. Covers the muscular, skeletal, reproductive, and urinary system, and the special senses of vision, hearing and equilibrium are studied along with fluid and electrolyte balance. Enrollment in this course more than two times requires the written permission of the Science Department Chairman.

BIO 206 MICROBIOLOBY

2 0 4

Prerequisites: BIO 108 or BIO 153

A study of basic microbiology and its relationship to health and disease. Includes basic laboratory practice; microbial physiology; and environmental, medical, and applied microbiology. Enrollment in this course more than two times requires the written permission of the Sience Department chairman.

BIO 210 RADIATION BIOLOGY

0 0 4

Prerequisites: RAD 205 or RAD 221 or RAD 271

Study of radiobiology with emphasis on the effects of ionizing radiation in the human body. The use of radiation and radioactive materials in nuclear medicine and radiation therapy considered along with protective measures.

			Class	Lab	Clin/ Shop	Credi Hours
BIO 28	51	CELLS AND PLANTS	3	2	0	4
Prerequis	sites	: RED 094 or appropriate score on Read	ding Skills	s test		
An introducells, gen	ducti ieral	ion to the concepts and principles of the genetics and plant anatomy and physic	e physical ology.	and ch	emical :	nature
BIO 25	52	ANIMAL BIOLOGY	3	2	0	4
Prerequis	sites	: RED 094 or appropriate score on Read	ding Skills	test		
An introd nformati	duction o	on to the basic anatomy and physiology on the basic structure and function of m	of the vert najor orga	ebrate n syste	animal. ms.	Include
BIO 25	53	EVOLUTION AND ECOLOGY	3	2	0	4
Prerequis	sites:	: RED 094 or appropriate score on Read	ding Skills	test		
and anim		on to the basic concepts and principles ehavior.	s or taxon	omy, ec	cology, (	or o
and anim	nal be		s of taxon	only, e		
and anim	nal be	ehavior. Γ READING	3	0	0	3
BLUEPF	RIN'I	Phavior.  F READING  BLUEPRINT READING:  MECHANICAL				
BLUEPF BPR 10 Prerequis	RINT 04 sites:	Phavior.  F READING  BLUEPRINT READING:  MECHANICAL	3 on on the	0 basic	0	3
BLUEPE BPR 10 Prerequis	RIN'I	Phavior.  F READING  BLUEPRINT READING:  MECHANICAL  and reading of blueprints. Information	3 on on the	0 basic	0	3
BLUEPE BPR 10 Prerequise interpretablueprint	RINT  O4  sites: ation , incl	PREADING  BLUEPRINT READING:  MECHANICAL  and reading of blueprints. Informatic luding lines, dimensioning procedures, and BLUEPRINT READING &	3 on on the and notes	0 basic	0 principle	3 es of th
BLUEPF BPR 10 Prerequise Interpretablueprint BPR 10 Prerequise Further prints supprints supprints supprints	RIN7 24 ation, incl. pract	PREADING  BLUEPRINT READING: MECHANICAL  and reading of blueprints. Informatic luding lines, dimensioning procedures, and BLUEPRINT READING & SKETCHING	3 on on the and notes. 3 ey are use eration. In	0 basic 1	0 principle 0 dustry.	3 es of th
BLUEPF BPR 10 Prerequise Interpretablueprint BPR 10 Prerequise Further prints supprints supprint	RINT  O4  ation , incl  pract pplie cedu	PREADING  BLUEPRINT READING: MECHANICAL  and reading of blueprints. Informatic luding lines, dimensioning procedures, and BLUEPRINT READING & SKETCHING  BPR 104  ice in interpretation of blueprints as the doby industry and making plans of operations.	on on the and notes.  3 ey are use eration. In g on ideas	0 basic 1	0 principle 0 dustry.	3 es of th

excavations, grades, and bench mark locations. An introduction to the setup and use

of transits.

			Class	Lab	Clin/ Shop	Credit Hours
BPR	1103	BLUEPRINT READING: MECHANICAL	0	0	3	1
Prereq	uisites	:				
and re	frigera	n and reading of blueprints as they relation. Information on the basic principles procedures, and notes.				
BPR	1104	BLUEPRINT READING: MECHANICAL	3	0	0	3
Prereo	uisites:	•				

Interpretation and reading of blueprints as they relate to machining and welding metal. Information on the basic principles of the blueprint, lines, views, dimensioning pro-

cedur	es, and	notes.	•	•	,	,		01	
BPR	1105	BLUEPRINT I			3	0	0	3	

Prerequisites: BPR 1104

Further practice on interpretation of blueprints as they are used in industry. Study of prints supplied by industry and making plans of operations. Introduction to drafting room procedures, and sketching as a means of passing on ideas.

BPR	1106	BLUEPRINT READING:				
		MECHANICAL	3	0	0	3

Prerequisites: BPR 1105

Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. Interpretation of drawings of complex parts and mechanisms for features of fabrication, construction, and assembly.

BPR 1110	BLUEPRINT READING: BUILDING				
	TRADES	3	0	0	3

# Prerequisites:

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-dimensional views and pictorial sketches.

BPR	1111	BLUEPRINT READING & SKETCHING I	3	0	0	3

Prerequisites: BPR 1110

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, chimneys, fireplaces, arches,

and cavity wall construction. Development of proficiency in making three-dimensional views, and pictorial sketches.

BPR 1112 BLUEPRINT READING & SKETCHING II

3 0 0 3

Prerequisites: BPR 1111

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls, and various detailed drawings of masonry work.

BPR 1113 BLUEPRINT READING AND SKETCHING: ELECTRICAL

3 0 0 3

Prerequisites: BPR 1110

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes included.

BPR 1114 BLUEPRINT READING & SKETCHING: MASONRY

3 0 0 3

Prerequisites: BPR 1112

A study of different types of structural designs and details for commercial construction. A study of different construction trades and how each trade relates to the masonry trade.

BPR 1116 BLUEPRINT READING: AIR CONDITIONING

0 3 2

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Prerequisites: BPR 1104

A specialized course in drafting for the air conditioning, heating, and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade: blueprints of mechanical assembly drawings, wiring diagrams and schematics, floor plans, components, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.

BPR 1117 BLUEPRINT READING: WELDING

0 0 3

Prerequisites: BPR 1104

Study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications.

	Class	s Lab	Clin/ Shop	Credit Hours				
BPR 1156 BLUEPRINT READING F ADVANCED WELDING	OR 2	2	0	3				
Prerequisites:								
This course includes a review of interpretation and reading of blueprints, lines, views, and dimensioning procedures. Emphasis is placed on mechanical drawings and value of using blueprint language for welding, fabricating, and cutting processes. Upon completion, students will be able to read and interpret a set of mechanical working drawings.								
BUSINESS								
BUS 109 BUSINESS MATHEMATIC	CS 5	0	0	5				
Prerequisites: Satisfactory placement test	score or MAT 100	R						
Stresses the fundamental operations and their application to business problems. Topics covered include banking, price mark-up, invoices, simple interest, discounts, charges for credit, and pertinent uses of mathematics in the field of business.								
BUS 117 ELECTRONIC CALCULA	TOR 2	0	3	3				
Prerequisites: BUS 109								
Problem solving activities for efficient m chine programming, and concepts of busi ness and personal situations.	achine operation, ness mathematics	verifying widely us	techniq sed in b	ues, ma- oth busi-				
BUS 123 BUSINESS FINANCE	3	0	0	3				
Prerequisites: ACC 153 or permission of i	nstructor							
Financing of business units as individual detailed study of short-term and consume			ns, and	trusts. A				
BUS 134 PROFESSIONAL DEVELO	PMENT 3	0	0	3				
Prerequisites:								
Designed to help students recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on poise, grooming, and methods of personal improvement.								
BUS 154 PERSONNEL ADMINISTR	RATION 3	0	0	3				
Prerequisites:								

A basic introduction to personnel management covering recruiting, screening, interviewing, selecting, and placing applicants in the organization. Emphasis will be on

Class Lab Shop Hours

establishing and maintaining personnel files and complying with and monitoring confidentiality procedures involving Personnel Law. Other topics to be studied include manpower planning, testing, job design and analysis, and organizational values.

BUS 157 PERSONNEL LAW

0 0 3

Prerequisites:

A relatively indepth study of the principle regulatory concerns in personnel management with emphasis on employee rights, discrimination, protection and representation. Major concentration will be on Equal Opportunity, Affirmative Action, Worker Compensation, OSHA, employee benefit plans, and other pertinent legislation. Additional topics may include unionization, labor relations, and collective bargaining.

BUS 161 PEOPLE SKILLS I: PERSONAL DYNAMICS

3 0 0 3

Prerequisites:

Focuses recognizing the characteristics of unhealthy, self-destructive behavior and moving toward healthy, non-destructive, positive behavior patterns. Emphasis is on applied psychology and interpersonal communication as these areas help the individual to become a more effective supervisor or manager in the workforce. Major topics include self-concept, assertiveness, listening, feelings, communication styles and conflict resolution.

BUS 162 PEOPLE SKILLS II:

INTERPERSONAL DYNAMICS

3 0 0 3

Prerequisites: BUS 161 or permission of department chair

Focuses on effectively dealing with various personalities and communication styles on the job. Emphasis will be on continued development of the skills learned in People Skills I: Personal Dynamics and their practical application through case studies, role playing, and other innovative, class-participation techniques. Major topics include non-defensive communication, responsible assertiveness, identification of communication and behavior styles, conflict management and conflict resolution.

BUS 163 PEOPLE SKILLS III:

ORGANIZATIONAL DYNAMICS

0 0 3

Prerequisites: BUS 162 or permission of department chair

Covers a practical, applied approach to human relations for individuals within a company to work together to meet the overall objectives of the organization. Major areas of study include organizational theories, climate, cultures, values and design. Special emphasis will be given to measuring job satisfaction, breaking down barriers to efficiency, and handling employee differences. Other topics to be studied are decision-making processes, formal vs. informal groups, and organization/career development planning.

			Class	Lab	Clin/ Shop	Credit Hours
BUS	165	INTRODUCTION TO BUSINESS	5	0	0	5
Prere	quisites	:				
of bus	iness o	business world with particular attention rganizations, methods of financing, inte business and relationships in society, an	ernal orga	nizatio	n, man	ous type agement
BUS	166	BUSINESS LAW I	3	0	0	3
Prerec	quisites	:				
contra	cts, age	law as it applies to ordinary business to ency and employment, and commercial p ising in business and social life.	ransaction aper. Exp	is, incl osure (	uding the	he law o problema
BUS	167	BUSINESS LAW II	3	0	0	3
Prerec	quisites	: BUS 166				
		of BUS 166. Includes the law of person d torts.	al propert	y and	bailmer	its, sales
BUS	169	COMPENSATION AND BENEFITS	3	0	0	3
Prerec	quisites	:				
as well related of emp Major benefi	l as to d benefi ployees empha t syster	ntroduce the basic concepts of pay and it expose the student to the basic concepts ts. The focus of the course is on applied and on developing skills for making con usis will be on the factors involved in m for and organization and maintaining I develop a competent workforce.	s and type issues in t apensation developin	es of pe he dire n and h g a co	ension pect components of the	plans and pensation lecisions tion and
BUS	201	PERFORMANCE APPRAISAL	3	0	0	3
Prerec	quisites	:				
and sh	nortcom	e various forms of evaluating worker polings. The student will gain an understace appraisal and its impact on the indivi	inding of t	he pu	rposes a	nd scope

# BUS 202 Prerequisites:

Study of methods for project evaluation, including decision criteria, identifying and quantifying cost and benefits, and procedures for performing a cost benefit analysis.

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COST BENEFIT ANALYSIS

		Class	Lab	Clin/ Shop	Credit Hours
BUS 20	BUSINESS COMMUNICATIONS	3	0	0	3
Prerequis	tes: ENG 102; OSC 102				
Designed employme	to develop skills in writing business comm nt resumes, and applications.	unication	s: lette	ers, mer	noranda,
BUS 21	LEADERSHIP & MANAGEMENT SKILLS	3	0	0	3

Prerequisites: BUS 161, 162, 163 or permission of department chair

Focus on the qualities and styles of individuals who have been or are known to be leaders. The various characteristics which are identified in leaders will be discussed as well as the circumstances surrounding the rise to leadership. As applied to management, the following concepts will be discussed: coaching, team building, conflict resolution, participative management, negotiating, decision-making, and creative thinking.

BUS	219	CREDIT PROCEDURES & PROBLEMS	3	0	0	3

Prerequisites: ACC 151

Principles and practices in the extension of credit and the collection of accounts. Federal and state laws pertaining to credit extension and to collection are included.

BUS 221 MANAGERIAL COMMUNICATIONS 3 0 0 3

Prerequisites: ENG 103 or permission of department chair

Designed to instruct student in written and oral communication for managerial positions with special emphasis on personal needs. The focus of this course will be on the design and development of company policy and procedure manuals, handbooks, newsletters and other important correspondence. Major areas of consideration include affirmative action plans, suggestion systems, communication committees, employee questionnaires and research interviews. Minor attention will be given to conducting meetings, bulletin board announcements, and reports dealing with absenteeism, drug, alcohol and other disciplinary problems.

BUS	231	COMPUTERIZED INVENTORY				
		PROCEDURES	2	2	0	3

Prerequisites: ACC 151; CAS 100

An overview of inventory procedures including general terms, methods and/or techniques, and computer application.

BUS 235 BUSINESS MANAGEMENT 3 0 0 3

Prerequisites:

Study of the application of planning, staffing, controlling, directing, and financing to decision making.

BUS 261 TRAINING I: ADULT LEARNING PRINCIPLES

3 0 0 3

Prerequisites:

An introduction to the basic concepts of adult learning. Primary focus will be on the various elements of the instructional set and will concentrate on instructor/trainer tactics which affect adult learning. Major topics will include analysis of training needs, media evaluation, developing lesson plans and basic script writing. Minor areas of discussion will cover learning plateaus, student frustrations, and resistance to change.

BUS 262 TRAINING II: MATERIAL PREPARATION

0 0 3

Prerequisites: BUS 261

Focuses on giving the instructor/trainer practical and substantial assistance in the productive and creative use of instructional aids. Emphasis will be on the tools, equipment, and materials employed in various media techniques. The basic use of filmstrip, slide, overhead, and opaque projectors is stressed as well as the development of materials for audio/visual presentations.

BUS 263 TRAINING III: PRESENTATION SKILLS

3 0 0 3

Prerequisites: BUS 262

Stresses the practical application of the concepts and skills developed in Training I and Training II and is designed to bridge the gap between the theoretical aspects of psychology and education. Subject matter is concerned with various strategies such as lecture, discussion, and group participation methods. Of major importance is the effective use of training aids in the presentation process.

BUS 271 OFFICE MANAGEMENT

0 0 3

3

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Prerequisites:

Study of basic management principles as applied to the office as a business service center.

BUS 272 PRINCIPLES OF SUPERVISION

0 0 3

Prerequisites:

Study of the responsibilities and duties of a supervisor as related to his supervisors, subordinates, and associates.

			Class	Lab		Credit Hours
BUS	290A- 290C	SPECIAL PROBLEMS IN BUSINESS		. 0	0	1

## Prerequisites:

Designed for students who want to expand their knowledge and ability in certain areas of business management, accounting, or secretarial skills. The course is structured to meet the specific objectives of each student and is supervised by an appointed member of the business education faculty.

BUS 1103 S	SMALL BUSINESS OPERATIONS	3	0	0	3
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#### Prerequisites:

Introduction to the business world; includes problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

BUS 110	5 INDUSTRIAL	ORGANIZATION	3	0	0	3
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#### Prerequisites:

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product costs.

#### **CABINETMAKING**

CAB 1102 CARPENTRY: MILLWORK & CABINETMAKING 3 0 15 8

Prerequisites: BPR 1110; CAR 1101

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment emphasized in learning methods of construction of millwork and cabinetry. Practical applications include measuring, layout, and construction of base and wall cabinets, built-in desks, door and window frames, stairs, and interior and exterior cornices and trim. Materials and finishes are also studied. CAB 1109, 1110 and 1111 are equivalent to CAB 1102.

CAB	1109	CARPENTRY: MILLWORK AND				
		CABINETMAKING I	0	0	6	2

# Prerequisites:

Cabinetmaking and millwork as performed by the general carpenter for building construction. Safe use of shop tools and equipment emphasized in learning methods of

construction of millwork and cabinetry. Practical applications include measuring, layout, construction of base and wall cabinets, built-in desks; materials and finishes are also studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

CAB 1110 CARPENTRY: MILLWORK AND CABINETMAKING II

0 0 6 2

Prerequisites: CAB 1109

Continues the topics introduced in CAB 1109. Interior cornices and trim are introduced. Materials and finishes are also studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

CAB 1111 CARPENTRY: MILLWORK AND CABINETMAKING III

3 0 3 4

Prerequisites: CAB 1110

Continues CAB 1109 and CAB 1110. Materials and finishes selections are further studied. CAB 1109, 1110, and 1111 are equivalent to CAB 1102.

#### CARPENTRY

CAR 236 CONSTRUCTION ESTIMATING AND FIELD INSPECTING

3 0 3 4

Prerequisites: ARC 107; CIV 105

Includes interpretation of working drawings for a project, preparation of material and labor quantity surveys from plans and specifications, and approximate and detailed estimates of costs. Students study material take off, labor take off, subcontractors' estimates, overhead costs, and bid and contract procedures. Detailed inspection of the construction by comparing the finished work to the specifications is also included.

CAR 1101 CARPENTRY

0 15 8

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Prerequisites:

Brief history of carpentry and present trends of the construction industry. Involves operation, care, and safe use of carpenters' hand tools and power tools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, and form construction and erection.

CAR 1103 CARPENTRY: FRAMING

3 0 15 8

Prerequisites: CAR 1101; BPR 1111

Principles and practices of frame construction beginning with the foundation sills and including floor joists, subfloors, wall studs, ceiling joists, rafters, bridging, bracing, sheathing, and interior wall partitions. Roof construction includes layout and construction methods of common types of roof, using standard after construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to coordination of carpentry work with installation of electrical, air conditioning, heating, plumbing, and mechanical equipment.

CAR 1104 CARPENTRY: FINISHING

3 0 18 9

Prerequisites: CAR 1103; BPR 1111

Emphasis on exterior and interior trims and finishes. Included are materials and methods used in finishing carpentry such as exterior cornices, door and window trims, interior flooring, door and window facings, moldings and cornice construction; installation of hardware; and installation of built-in equipment and cabinets.

CAR 1113 CARPENTRY: ESTIMATING

3 0 3 4

Prerequisites: BPR 1111; MAT 1112

Practical course in quantity "take off" from prints of jobs performed by the carpenter; figuring the quantities of materials needed and costs of building various components and structures.

CAR 1114 BUILDING CODES

0 0 3

3

Prerequisites: CAR 1103 Corequisites: CAR 1104

Study of building codes and the minimum requirements for local, county, and state construction regulations. Attention is given to safety, sanitation, mechanical equipment and materials, and to a review of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

#### COMPUTER APPLICATION

CAS 100 INTRO TO MICROCOMPUTER APPLICATIONS

2 0 3 3

Prerequisites: Academic credit for beginning keyboarding

A general introduction to the microcomputer, DOS, and various software application packages, including word processing, spreadsheeting and database management. Strictly an applications course—will not cover programming.

		Class	Lab	Clin/ Shop	Credit Hours
CAS 10	PERSONAL COMPUTER FAMILIARIZATION	. 2	2	0	3
Prerequis	sites:				
erating sy	an overview of personal computers. Topics ystems, operations, word processing, spread programming.	s include c sheets, dat	omput abase,	er hard and inti	ware, op- roduction
CAS 10	D5 INTRODUCTION TO COMPUTERS	:	n	0	0

MANAGING SOFTWARE

#### Prerequisites:

The novice user will, after a short survey of the graphical interface (menu system), be introduced to spreadsheet software, word processing software, and database software. The intent of this course is to learn to manage the software, not become an expert in its use. A student would learn no more, for example, of word processing than the ability to write a letter, resume or simple report.

CAS SPREADSHEET APPLICATIONS 0 3 3 240

Prerequisites: CAS 100

In one package, software provides spreadsheet (electronic worksheet for analysis and forecasting), business graphics (spreadsheet information displayed in graphic form), and database management.

CAS DATABASE MANAGEMENT 0 3 3

Prerequisites: CAS 100

An applications approach teaching the following as they pertain to data bases: creating, entering data, accessing data, and presenting data. Uses both the menu and prompt for entering commands.

CAS DESKTOP PUBLISHING 2 0

Prerequisites: CAS 100

Students will prepare custom-designed documents, including multicolumn page layouts, using lines and boxes, shading, working with graphics, merging files from paint packages and spreadsheet applications.

CAS ADVANCED SPREADSHEET 243 APPLICATIONS 0 3 3

Prerequisites: CAS 240

Continuation of CAS 240, with further study of database management, printgraph, and advanced features. Emphasis on macros as a programming language for specialized spreadsheets.

	Class	Lab	Clin/ Shop	Credit Hours
CHEMISTRY				
CHM 101 CHEMISTRY	4	2	0	5
Prerequisites:				

Review of the physical and chemical properties of substances; chemical changes; elements, compounds, and gases; chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions; electrochemistry, electrolytes, and electrolysis; and application of chemistry to industry.

CHM 105 GENERAL CHEMISTRY 3 2 0 4

Prerequisites: RED 095 and MAT 100 or appropriate score on the placement tests. Corequisites: Enrollment in Respiratory Care or T-201 programs

A survey of general chemistry with emphasis placed on the aspects of chemistry that apply to physiological processes. CHM 105 and 106 equate to CHM 110. Enrollment in this course more than two times requires the written permission of the Science Department Chairman.

CHM 106 ORGANIC AND BIOCHEMISTRY 3 2 0 4

Prerequisites: CHM 105 with a grade of C or better

A survey of organic and biochemistry with emphasis placed on the aspects of chemistry that apply to physiological and biochemical processes. CHM 105 and 106 equate to CHM 110. Enrollment in this course more than two times requires the written permission of the Science Department Chairman.

CHM 110 CHEMISTRY FOR HEALTH
SCIENCES 3 2 0 4

Prerequisites: MAT 100 or appropriate score on Numerical Skills test Corequisites: Enrollment in Nuclear Medicine or T-201 programs

A survey of general, organic, and biological chemistry with emphasis placed on the aspects of chemistry that apply to physiological and biochemical processes. CHM 105 and 106 may be substituted for CHM 110. CHM 110 also removes a chemistry deficiency for nursing students. Enrollment in this course more than two times requires the written permission of the Science Department Chairman.

CHM 251 INORGANIC CHEMISTRY 3 2 0 4

Prerequisites: MAT 101

Study of inorganic chemistry including matter and energy, atoms, chemical bonds, chemical reactions and equations, gases, solutions, acids, bases, salts, ionization, and radiation.

		Class	Lab	Clin/ Shop	Credit Hours
CHM 252	ORGANIC CHEMISTRY	3	2	0	4
Prerequisites	s: CHM 251				
Study of orga drocarbons a amines, and	anic compounds including nomenound derived compounds including amides.	lature, properti alcohols, ether	es, and	l reactio	ns of hy- npounds,
CHM 253	BIOCHEMISTRY	3	2	0	4
Prerequisites	s: CHM 252				
	structure and intermediary metab, hormones, vitamins and enzymes		ydrates	, lipids,	proteins,
CIVIL CIV 105 Prerequisites	MATERIALS AND METHODS	3	0	3	4
Materials use to constructi	ed in the construction of architect on sites and a study of manufactu nd standard sizes of structural mat	rers' specification	ons for	materia	als and of
CIV 114	STATICS	5	0	0	5
Prerequisites	s: MAT 102				
planar force: structures; e	ces, resultants, and types of force s for analytical and graphic meth quilibrium of forces in space; and hydrostatic load analysis. Problem	ods; stresses a	nd rea	ctions i	n simple
CIV 216	STRENGTH OF MATERIALS	3	2	0	4
Prerequisites	s: CIV 114; MAT 103				
stresses and	damental stress and strain relation deflections in beams and columns. Ising computer data.	aship, shear and Design of memb	bendii ers als	ng mom o includ	ents, and ed. Prob-

2

0 0 2

CIV

223

Prerequisites:

CODES, CONTRACTS & SPECIFICATIONS

Class Lab Shop Hours

Study of the basic principles and methods significant in contract relationships, legal considerations in construction work, and the National Building Code and local building codes. Interpreting and outlining specifications also included.

CIV 235 CODES, SPECIFICATIONS, AND CONTRACT DOCUMENTS

3 0 3 4

Prerequisites: ARC 220

Study of building codes and their effect on specifications and drawings. Purpose and writing of specifications and their legal and practical application to working drawings are studied. Contract documents analyzed and studied to determine client-architect-contractor responsibilities, duties, and mutual protection.

#### CRIMINAL JUSTICE

CJC 100 BASIC LAW ENFORCEMENT TRAINING

17 0 24 25

#### Prerequisites:

Prepares individuals to take the Basic Training—Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriff's Commission. Students satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

CJC 101 INTRODUCTION TO CRIMINAL JUSTICE

3 0 0 3

#### Prerequisites:

Designed to provide an overview of the criminal justice system including its philosophy, objectives, and legal limitations in a democratic society.

CJC 109 INTERVIEWING

3 0 0 3

Prerequisites: Permission of instructor

Designed to provide a knowledge of the fundamental techniques employed in interviewing. Introduction to interrogation and overview of sources of information available to investigators.

Prerec	uisites:					
employ	yed in d	actors contributing to juvenile delinquency a elinquency control. Special attention given to gal procedures utilized in dealing with offend	o the ro	uation o le of juv	of the m renile ag	ethods gencies
CJC	112	MOTOR VEHICLE LAW	3	0	0	3
Prerec	uisites:					
Study	of the t	raffic enforcement codes with primary empl	hasis on	North	Carolin	na law.
CJC	113	CORRECTIONS LAW	3	0	0	3
Prerec	uisites:					
convict Supre	ted viol ne Cou	will include a study of the historical progrators. The course will also include a review art decisions dealing with the constitutions ate prisons.	of rec	ent and	currer	t U.S.
CJC	115	CRIMINAL LAW I	3	0	0	3
Prereq	uisites:					
		ainal laws dealing with offenses against the olina law.	person	. Emph	asis is	placed
CJC	116	CRIMINAL LAW II	3	0	0	3
Prereq	uisites:	CJC 115 or permission of instructor				
Study North	of crim Carolin	ninal laws dealing with offenses against pr na law.	operty.	Empha	sis pla	ced on
CJC	120	CRIMINOLOGY	3	0	0	3
Prereq	uisites:					
A surv	vey of that al activ	he concepts and theories surrounding hum ity.	an beha	avior as	sociate	d with
CJC	125	CRIMINAL PROCEDURES & NC COURT SYSTEM	3	0	0	3
Prereq	uisites:					
Design dures	ed to p from th	rovide the student with a knowledge of leg- e initial investigation through the final app	al aspeceal.	ets of cr	riminal	proce-
230						

CJC 110 JUVENILE DELINQUENCY 3 0 0 3

Clin/ Credit

Class Lab Shop Hours

					C11+ /	~ 11
			Class	Lab	Clin/ Shop	Credi Hour
CJC	130	POLICE REPORTS AND FORMS	2	2	0	3
Prere	quisites	11				
A composes	nprehen of polic	asive course which introduces the student ce reports.	to the	variou	s types	and pu
CJC	201	PATROL PROCEDURES	3	0	0	3
Prere	quisites	E				
Overv	iew of t	techniques and procedures employed in ro	utine pa	itrol an	d traffi	contro
CJC	202	POLICE COMMUNITY RELATIONS	2	0	0	2
Prere	quisites	:				
of the	police	e nature of police community relations. A system and how the community has responsible to the police and various elements.	onded to	the sy	ystem. <i>A</i>	
			_	_		
CJC	204	EVIDENCE PHOTOGRAPHY	3	0	3	4
	204 quisites		3	0	3	4
Prerec Study lents	quisites of pho develop		to evide	ence pl	notograj	ohy. St
Prerec Study lents	quisites of pho develop	tographic principles and their application skills in photographic techniques and the	to evide	ence pl	notograj	ohy. St
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Prerece Study lents nent CJC Prerece nstru	quisites of pho develop through 205 quisites	tographic principles and their application oskills in photographic techniques and the hab practice.  EVIDENCE	to evide e use of 3 ds and d	ence ph variou 0	notograj s types 0	ohy. Str of equi
Prerece Study lents nent CJC Prerece nstru	quisites of pho develop through 205 quisites	tographic principles and their application of skills in photographic techniques and the hab practice.  EVIDENCE  : overs the legal aspects of the various kind	to evide e use of 3 ds and d	ence ph variou 0	notograj s types 0	ohy. Str of equi
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Prerece Study lents ment CJC Prerece CJC P	quisites of pho develop through 205 quisites action c les gove 210 quisites	tographic principles and their application of skills in photographic techniques and the hab practice.  EVIDENCE  covers the legal aspects of the various kinderning the admissibility of evidence in courterning the recommendation of the statement of the courterning the admissibility of evidence in courterning the admissibility of evidence in courterning the admissibility of evidence in courterning the statement of the courterning the admissibility of evidence in courterning the statement of the courterning the	to evide e use of 3 ds and d art.	ence ph variou 0 legrees	notograps types  0  of evid	ohy. Strof equipage of service are serviced
Prerece Study lents ment CJC Prerece CJC P	quisites of pho develop through 205 quisites action c les gove 210 quisites	tographic principles and their application of skills in photographic techniques and the hab practice.  EVIDENCE  overs the legal aspects of the various kinderning the admissibility of evidence in countries.  TECHNIQUES OF INVESTIGATION I	to evide e use of 3 ds and d art.	ence ph variou 0 legrees	notograps types  0  of evid	ohy. Strof equipage of service are serviced
Prerece Study lents ment CJC Prerece Prerece An int	quisites of pho develop through 205 quisites action coles gove 210 quisites croducte	tographic principles and their application of skills in photographic techniques and the hab practice.  EVIDENCE  overs the legal aspects of the various kind erning the admissibility of evidence in course the legal aspects of the various kind or course in the fundamental concepts of CRIMINALISTICS	to evide use of  3  ds and dart.  3	ence phyariou  0  legrees  0  gative p	notograps types  0  of evid  0  processe	ohy. Strof equipage of services and services are services.
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		Clin/	Credit
Class	Lab	Shop	Hours

Survey of contemporary identification techniques with primary emphasis on fingerprinting. Students develop skills in taking and classifying rolled impressions and in developing latent lifts through lab practice.

CJC 215 TECHNIQUES OF INVESTIGATION II 2 2 0 3

Prerequisites: CJC 130, CJC 204, CJC 210, CJC 211

An advanced course in the actual methods and techniques employed in the investigative processes.

CJC 220 POLICE ADMINISTRATION 3 0 0 3

# Prerequisites:

An introduction to the principles of organization and administration with emphasis on the theories and techniques used in law enforcement agencies.

CJC 240 DEFENSIVE TACTICS AND CUSTODIAL SAFEGUARDS 2 2 0 3

Prerequisites: Permission of the department chair

This course is designed to give the student a working knowledge of defensive tactics, custodial safeguards and familiarization of firearms as well as the legal issues involved in the use of force as it relates to corrections and law enforcement functions.

COOPERATIVE EDUCATION									
COE		COOPERATIVE EDUCATION FIELD EXPERIENCE	0	10	0	1			
COE		COOPERATIVE EDUCATION FIELD EXPERIENCE	0	20	0	2			

# Prerequisites:

Through Cooperative Education, students work in part-time or full-time positions related to their programs of study or career interest and for employers selected and/or approved by the College. Students are supervised by a faculty member or cooperative education coordinator from the College. Generally, a student may receive a maximum of two credit hours during any one quarter, but may not receive more than the number allowable toward graduation in the chosen degree or diploma. (See Cooperative Education in the general section of this catalog.)

	Class	Lab	Clin/ Shop	Credit Hours
CORRECTIONAL SCIENCE				
COR 203 INTRODUCTION TO CORRECTIONS	S 3	0	0	3
Prerequisites:				
Introduction and overview of fundamental processes, and adult probation, institutional treatment, parole, based correctional programs, both public and private losophy of corrections, with emphasis on the constitution	and con . Review	tempor	rary con history	nmunity- and phi-
COR 204 CORRECTIONS AND COMMUNITY RELATIONS	2	0	0	2
Prerequisites:				
This is a two-hour course designed to inform the studin the community, ways the community should be involved the vital importance of public education about correct an understanding of the impact a prison has on the involvement of volunteers and effective delivery of informunity.	olved in the ctions. The commu	he pris ne stud nity, s	on opera lent wil trategie	ation and l develop s for the
COR 207 CONFINEMENT FACILITIES ADMINISTRATION	3	0	0	3
Prerequisites:				
Supervision and administration of facilities, involving sion, security, medical care of prisoners food preparate aspects controlling detention facilities, correctional in	ion, sanit	ation, a	and vari	
COR 208 CORRECTIONS CASE MANAGEMENT	3	0	0	3

# Prerequisites:

This course is designed to introduce the student to the philosophy and approach of case management. The student in this course of instruction will be taught how to manage and supervise the inmate in a confinement setting. The instructions will cover the classification process which includes the assigning of the inmates to various programs, duty stations and job assignments. The discipline procedures and the process of maintaining control by proper supervision of the inmates at every level while demanding security and compliance of all the rules and regulations of the institution and the State of North Carolina will be studied.

COR 234 COMMUNITY BASED CORRECTIONS 3 0 0 3

Prerequisites:

Exploration of philosophy and programs of juvenile and adult probation supervision, aftercare parole, halfway homes, work and educational release-furlough as well as executive elemency and interstate compact practices. Dilemma of surveillance-custody/control factors vs. supervision-treatment examined. Introduction to classification of offenders, followed by analysis of possible treatments. Citizen-agency relationships investigated, along with potentials of utilizing citizen volunteer programs.

COR 249 CORRECTIONS INTERNSHIP

0 20

3

Prerequisites: Permission of the department chair

This course is designed to familiarize the participating student with the principles of practical application of procedures and techniques in the management of offenders in a correctional setting. The students work in corrections facilities twenty hours per week on the job without pay and under close supervision of a corrections supervisor. Each student keeps a daily log of activities and is required to attend a one-hour classroom seminar in which he/she shares the experience and tasks performed with fellow students. The student will gain experience in custody classification, promotions, assignments, and will assist in classification, counseling, recreation, and case management. The student will become familiar with educational and vocational programs, community program activities, as well as on-site and off-site volunteer activities. A project will be required as the major written work of the course. An evaluation will be required of the student and the field work supervisor.

#### COSMETOLOGY

COS 1101 COSMETOLOGY I

0 40 12

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Prerequisites:

Includes a study of professional ethics, grooming and personality development; and sterilization, sanitation, first aid, and bacteriology. The practical work is devoted to fingerwaving, pin curling, roller curling, manicuring, marcelling, hair cutting, and hair relaxing. COS 1105 and 1106 are equivalent to COS 1101.

COS 1102 COSMETOLOGY II

0 40 12

Prerequisites: COS 1101

Study of the theory and practical application of permanent waving (cold and heat wave), tinting and bleaching, anatomy, facials, and scalp treatments. COS 1107 and 1108 are equivalent to COS 1102.

COS 1103 COSMETOLOGY III

0 0 40 12

Prerequisites: COS 1102

Study of the theory and practical application of hair styling and wig care; disorders of skin, nails, and hair; electricity; chemistry; and operational management. COS 1109 and 1110 are equivalent to COS 1103.

					1	
COS	1104	COSMETOLOGY IV	0	0	20	6
Prerequ	uisites:	COS 1103				
Study o	of the ement,	theory and practical application of advance and salesmanship.	ced hair	r styli	ng, oper	ational
COS	1105	COSMETOLOGY I-A	0	0	20	6
Prerequ	uisites:					
practica	al work	ady of professional ethics, grooming, and post is devoted to fingerwaving, pin curling, rold 1106 are equivalent to COS 1101.	ersonali ller curl	ity dev ling, a	relopmen nd manie	at. The curing.
COS	1106	COSMETOLOGY I-B	0	0	20	6
Prerequ	uisites:					
bacterio in 1105	ology. T	topics introduced in 1105 plus sterilization. The practical work is devoted to continuation narcelling, hair cutting, and hair relaxing any valent to COS 1101.	of prac	tical w	ork intro	oduced
COS	1107	COSMETOLOGY II-A	0	0	20	6
Prerequ	uisites:					
		neory and practical application of permanent eaching. COS 1107 and 1108 are equivalent				wave)
COS	1108	COSMETOLOGY II-B	0	0	20	6
Prerequ	uisites:					
		topics introduced in 1107 plus anatomy, faci 3 are equivalent to COS 1102.	al, and	scalp t	reatmen	t. COS
COS	1109	COSMETOLOGY III-A	0	0	20	6
Prerequ	uisites:					
Study o	f the tails, an	heory and practical application of hairstylind hair. COS 1109 and 1110 are equivalent t	ng and v	vig car 1103.	re; disorc	ders of
COS	1110	COSMETOLOGY III-B	0	0	20	6
Prerequ	iisites:					
Continu	ies all t ment.	opics introduced in COS 1109 plus electricity COS 1109 and 1110 are equivalent to COS	y; chemi 1103.	istry, a	and opera	ational

Clin/

Shop

Class Lab

Credit

Hours

CSC 102	PROBLEM SOLVING TECH AND APPLICATIONS	INIQUES 3	0	0	3
Prerequisit	es:				
lead to solu	nalysis and definition. Abstract/co tion, appropriate techniques, stat riers to solution will be studied.	oncrete continuum .ic/dynamic continu	, techniqu um, real	ies whi barrier	ich may s/trans-
CSC 103	PROBLEM SOLVING THROCOMPUTER APPLICATION		2	0	3
Prerequisit	es: CSC 102 and a programming	language			
oping appr	n problem analysis and definition opriate algorithms, converting al or errors. Applications will cover	gorithms for comp			
CSC 104	INTRODUCTION TO COMP OPERATING SYSTEMS	PUTERS:	2	0	3
Prerequisit	es:				
allows the u	user will be introduced to the user to interact with the operating t frequently used DOS command e user will create simple batch fi	g system. This is folds. The user will in	lowed by	a short	survey
CSC 112	BASIC I	2	2	0	3
Prerequisit	es:				
A general programmi	introduction to microcomputers ng language. From simple input/	and their capabili output to multi-dir	ties and nensiona	to the l array	BASIC s.
CSC 113	BASIC II	2	4	0	4
Prerequisit	es: CSC 112				
and person	nsional arrays, screen design and al use. Sequential and random a nu-driven applications.	introduction to file access files are man	processir aipulated	ng for b throug	usiness h user-
CSC 114	INTRODUCTION TO COMP CONCEPTS	PUTER 3	0	0	3
Prerequisit	es:				
236					

COMPUTER LANGUAGE PROGRAMS

Clin/ Credit

Hours

Class Lab Shop

Credit Clin/ Class Lab Shop Hours

Introductory course in computers for students pursuing degree in data processing or desiring a general non-technical knowledge of terminology and concepts. No previous knowledge or experience in data processing required.

CSC 115 **FORTRAN**  2

0 4

Prerequisites:

Fundamental course in FORTRAN programming. The FORTRAN language structure. statements, and programming methods and techniques are studied. Students develop program logic and write FORTRAN programs for solving sample problems.

CSC 116 COMPUTER SYSTEMS 4

Prerequisites: CSC 112, 114

Study of computer operating systems involving architecture and programming concepts such as query, externally defined files, object oriented architecture logical and physical files, single level and virtual storage, and utilities.

CSC 118 COBOL 4 0

Prerequisites: CSC 112, 114

Designed to provide basic training in structured COBOL programming. The COBOL language programming methods and techniques are studied. Students develop program logic and write structured COBOL programs for solving sample problems.

CSC 119 ADVANCED COBOL 0 4

Prerequisites: CSC 116, 118

Continuation of training in COBOL programming techniques and methods. Designed to provide students with the opportunity to apply skills learned in COBOL to typical business applications with emphasis on arrays, tables, control breaks, and disc file organization.

CSC 144

PERSONAL COMPUTER MANAGEMENT & MAINTENANCE

4 0 4

2

Prerequisites: CSC 112, 147

This course defines and explains personal computer hardware and software components. It provides a basic understanding of computer problems and how to deal with them.

PROGRAMMING WITH DATABASE CSC 145 SOFTWARE

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Prerequisites: Completion of a programming course or permission of instructor

Uses menus as an introduction, with a majority of the course being devoted to reports, queries, and forms.

CSC 146 ADVANCED PROGRAMMING WITH DATABASE SOFTWARE

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Prerequisites: CSC 145

Students will write a complete application in database software. The course includes advanced file processing, error trapping, screens, shortcuts and other advanced programming techniques.

CSC 147 PERSONAL COMPUTER OPERATING SYSTEM

3 2 0 4

Prerequisites: CSC 118, or permission of instructor

A study of an operating system on a personal computer. The student will develop a basic understanding of the relationship between hardware architecture, system software and application software. The student will also be trained in using the various commands that are a part of the operating systems.

CSC 148 C LANGUAGE

2 4 0 4

Prerequisites: CSC 147, or permission of instructor

C Language will be introduced as a tool for structured programming. Its capability of manipulating bits and memory will be discussed. Topics include variables, constants, operators, expressions, program control statements, function input and outputs, pointer, arrays, structures, unions, and user-defined types.

CSC 149 ADVANCED C LANGUAGE

2

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Prerequisites: CSC 148

This course is a continuation of CSC 148 and covers structures, unions and enumerations, input/output and disk files, queues, stacks, linked lists, and binary trees. The emphasis is on applications.

CSC 151 INTRODUCTION TO COMPUTERS

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Prerequisites:

Presents the basic concepts of data processing fundamentals, history, hardware, software and social implications. Word processing, spread sheet, and database packages are used for hands on training.

CSC 204 C LANGUAGE III

 $2 \quad 4 \quad 0 \quad 4$ 

Prerequisites: CSC 149

Class Lab Shop Hours

This course will expand upon CSC 149 with more detailed examination of stacks, queues, linear structures and trees. Again, the emphasis will be upon a single application.

CSC 208 PROGRAMMING WITH DATABASE SOFTWARE 2

 $2 \quad 4 \quad 0 \quad 4$ 

Prerequisites: CSC 113

Uses menus as an introduction, with a majority of the course being devoted to reports, queries, and forms.

CSC 209 ADVANCED PROGRAMMING WITH DATABASE SOFTWARE

2 4 0 4

Prerequisites: CSC 208

Students will write a complete application in database software. The course includes advanced file processing, error trapping, screens, shortcuts and other advanced programming techniques.

CSC 210 PROGRAMMING WITH MULTIMEDIA

2 4 0 4

Prerequisites: Permission of the instructor

The course is designed to introduce the student to the current programming technique used to manage a sophisticated multimedia environment. The student will create presentations and interactive sessions from pre-packaged video disks, video tapes, etc.

CSC 215 ADVANCED COMPUTER SYSTEMS

0 0 4

Prerequisites: CSC 224

A continuation of CSC 224 with special emphasis on creating and managing data base files. Query will be studied and used extensively in creating reports based on these files.

CSC 216 DATA COMMUNICATIONS & NETWORKING

2 4 0 4

Prerequisites: CSC 215 or permission of instructor

The course will acquaint the students with the concepts of networking from both a hardware and software viewpoint. In addition, the student will obtain a working knowledge of both the application and the management of a computer network.

CSC 223 RPG

2 4 0 4

Prerequisites: CSC 116 and 118, or permission of instructor

Study of report generator language appropriate for use with a small or mid-range computer. Students will develop program logic and write programs to solve appropriately related sample business problems.

CSC 224 ADVANCED RPG

2 4 0 4

Prerequisites: CSC 223

Continuation of CSC 223 with special emphasis on applications that use interactive workstation and database programming techniques.

CSC 233 CUSTOMER INFORMATION COMPUTER SYSTEM (CICS)

2 4 0 4

Prerequisites: CSC 118

Provides instruction in writing telecommunications application programs to run under control of the Customer Information Control System (CICS). Also, students learn the concepts and operation of the information display system to fully utilize the display format facility of the CICS.

CSC 234 INTERACTIVE WORKSTATION PROGRAMMING

2 4 0 4

3

Prerequisites: CSC 224

Designed to provide the student with sufficient knowledge of on-line programming techniques on a mid-range computer. Emphasis is on terminal utilization, screen design, screen generators, and coding rules and techniques.

CSC 236 SYSTEMS ANALYSIS I

0 0 3

Prerequisites: CAS 100 or CAS 101; CSC 114 or CSC 151

The student will study in detail the process of designing and implementing systems. The importance of involving management in this process will be emphasized. The role of the analyst as well as the tools and technologies used by the analyst will be explored. The phases of the systems development life cycle will be studied.

CSC 237 DATABASE MANAGEMENT

4 0

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Prerequisites: CSC 215

The built-in relational database capabilities of a multi-user computer will be explored in depth. The student will learn how to design a database, define the structure of database files, create the actual files, put data into these files, change the data and query the files. Data integrity will be stressed.

CSC 240 DATA PROCESSING PRACTICE I

0 10 0

Prerequisites: To be taken in either of the two quarters prior to graduation

Class Lab Shop Hours

Cooperative endeavor between Pitt Community College and industry to give students on-the-job training experience. Students work in computer operations for a given company, on location, for a minimum of 10 hours per week.

CSC 241 DATA PROCESSING PRACTICE II

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Prerequisites: To be taken in either of the two quarters prior to graduation

Continuation of the on-the-job training begun in CSC 240.

CSC 245 APPLICATIONS DESIGN: TEAM APPROACH

2

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Prerequisites: CSC 224

Designed to provide students with sufficient knowledge in computer methodology to permit the use of computers in business. Emphasis centers on the development of a typical business application, including complete documentation, using a team programming approach.

CSC 246 APPLICATIONS DESIGN: INDIVIDUAL APPROACH

2 4

0 4

Prerequisites: CSC 245

Emphasizes the preparation and utilization of operations data used in a typical business, case problems involving systems established for collecting the data, and generating information for organizational units. Audit trails enabling the tracing of transactions back to the original sources or forward to the first report analyzed. Simulated data used to demonstrate programming techniques required in processing management information. Students design, program, and test an entire business application with minimum assistance.

CSC 247 PC APPLICATION DESIGN

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Prerequisites: CSC 204, 209

The student will incorporate all of the skills previously acquired on the personal computer to create a business application. These include networking, the operating system, database, code generating software, working with pointers and data structures, etc.

#### DESIGN (CREATIVE & AESTHETIC)

DES 112 TYPOGRAPHY I

2

0 4

Prerequisites:

A survey of the evolution of type - both style and proportion. An introduction to the common characteristics, the measurement, and fitting of type.

	Class	Lab	Clin/ Shop	Credit Hours
DES 113 TYPOGRAPHY II	2	4	0	4
Prerequisites: DES 112				
An introduction to phototypography and applications	to comp	ıgraph	ic types	etter.
DES 114 COMPUTER I	2	4	0	4
Prerequisites:				
An introduction to painting and drawing applications	5.			
DES 116 COMPUTER II	2	4	0	4
Prerequisites: DES 114				
An introductory course in advanced imaging with Al	dus Freeh	and.		
DES 117 COMPUTER III	2	4	0	4
Prerequisites: DES 114				
An introductory course to page make-up with Aldus	PageMak	er.		
DES 118 COMPUTER IV	. 2	4	0	4
Prerequisites: DES 114				
A course in advanced computerized illustration with	Adobe Ill	ustrato	or.	
DES 119 HISTORY OF DESIGN	2	0	0	2
Prerequisites:				
To illustrate and explain the main styles in the His the period from 1850 to the present. A primary obj styles and developments to contemporary design tren	ective wil			
DES 120 ILLUSTRATION I	2	4	0	4
Prerequisites: ART 104				
Course introduces various media used in creating d object of which is to stimulate the student's awarenession.	ynamic vi ss of alter	isual p native	resentat means (	tions, the of expres-
DES 121 DESIGN I	2	4	0	4
Prerequisites:				

Clin/ Credit
Class Lab Shop Hours

Introduction to basic design and its elements and concepts. Deals with problems in balance, value, line, texture, and shape. Work with basic tools and materials to explore

DES 122 GRAPHIC DESIGN I

2 4

4

Prerequisites: DES 121 or portfolio

Continuation of Design I with emphasis on the fundamentals of graphic design.

some of the design possibilities of two-dimensional format included.

DES 123 GRAPHIC DESIGN II

4 0 4

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Prerequisites: DES 121, 122

Introduction to the basic techniques of layout and graphic design including paste-up, mechanicals, typography, and production.

DES 210 PRODUCTION

2 4 0 4

Prerequisites: All 100 level drawing or design courses

Introduction to production techniques. Includes the exploration of mechanical type and its formation and uses. Airbrush techniques and the commercial uses of silkscreen printing are also included. Each student should acquire a working knowledge of each medium through laboratory exercises provided.

DES 212 ILLUSTRATION II

4 0

Prerequisites: DES 120

Introduction to the use of the illustration in advertising. Students will explore the uses of media and illustration styles.

DES 213 ILLUSTRATION III

4 0 4

Prerequisites: DES 212; all 100 level drawing or design courses

Advanced problems in advertising illustration with emphasis on originality and the readiness of each student to explore assigned tasks and problems.

DES 214 TYPOGRAPHY III

4 0 4

Prerequisites: All 100 level drawing or design courses

Includes hand exercises with the pencil, pen point, and lettering brush as well as mechanical procedures and laboratory exercises to acquire knowledge of availability of type and its usage.

DES 224 GRAPHIC DESIGN III

2 4 0 4

Prerequisites: DES 123; all 100 level drawing or design courses

Introduction to intermediate layout and design techniques for offset printing, including the preparation of camera-ready art work. Laboratory problems include an introduction to the graphic art darkroom procedures necessary for offset printing and an introduction of the offset press operation.

DES 225 GRAPHIC DESIGN IV

 $4 \quad 0 \quad 4$ 

Prerequisites: DES 224; all 100 level drawing or design courses

Study of advanced problems in layout and design techniques and advanced darkroom procedures necessary for offset production. Laboratory exercises include multicolor offset production problems.

DES 226 GRAPHIC DESIGN V

4 0 4

Prerequisites: DES 225; all 100 level drawing or design courses

Includes use of simulated professional working conditions in utilizing advanced layout and design techniques for printing. Students will explore a variety of problems and present solutions for general class critique and discussion.

DES 235 PORTFOLIO DEVELOPMENT

0 4

2

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Prerequisites:

Students become familiar with specific areas of interest and prepare personal portfolios for presentation to prospective employers.

#### DRAFTING

DFT 101 TECHNICAL DRAFTING

0 3

2

Prerequisites:

Introduction to the field of drafting. Includes a study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are the use of drafting equipment, lettering, freehand othrographic and pictorial sketching, geometric instruction, orthographic instruction, drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective drawing are introduced.

DFT 107 TECHNICAL DRAFTING

3 0 2

Prerequisites: ELN 100

In addition to basic drafting skill, emphasis will be on applications in the electronics field. Specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work.

			Class	Lab		Credit Hours
DFT	110	COMPUTER-AIDED DRAFTING I (CAD)	1	0	3	2

Prerequisites: CAS 101 or CSC 114

Study of drafting fundamentals with assignments requiring manual drafting tools. Primary emphasis of lab time is use of Computer-Aided Drafting System. This emphasis begins early in the quarter and continues throughout the process. Assignments requiring manual practice are completed using a workbook and required as homework.

DFT 111 COMPUTER-AIDED DRAFTING II (CAD) 1 0 3 2

Prerequisites: DFT 110

Practical exercises to guide students to an understanding and application of CAD menus and symbol libraries. Emphasize proficiency in using the CAD system and its advanced features for problem solving as they relate to solving as they relate to using the CAD plotter for producing finished drawings.

DFT 112 TECHNICAL DRAFTING I 0 0 3 1

#### Prerequisites:

Introduction to the field of drafting. Includes a study of drawing principles and practices for describing objects in the graphic language. Basic skills and techniques of drafting included are the use of equipment, lettering, geometric construction, orthographic construction, projection problems dealing with the principles of isometric, oblique and perspective drawings.

DFT 113 TECHNICAL DRAFTING II 0 0 3 1

Prerequisites: DFT 112

A continuation of DFT 112. Included are descriptive geometry problems involving auxiliary views, intersections, and developments. Students will also be introduced to computer applications in drafting. CAD drawings of orthographic and sectional views will be produced.

DFT 114 TECHNICAL DRAFTING III 1 0 3 2

Prerequisites: DFT 113

A continuation of DFT 113. Included are civil drafting problems involving plot plans, topographic data, contours and mapping. The student will also be given architectural problems including floor plans, elevations, and sections, with an emphasis on presentation drawings and building components.

DFT 230 STRUCTURAL DRAFTING 3 0 6 5

Prerequisites: ARC 220; CIV 105

Concentrated study and drawing of structural plans with emphasis on details and shop drawings of the structural components of buildings, including steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes used by the draftsman included. Emphasis also on drafting appropriate drawings for fabrication and erection of the structural components.

DFT 1151 COMPUTER AIDED DRAFTING

2

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#### Prerequisites:

This course introduces the student to the uses of computers for drafting. Upon completion the student should be able to: (1) identify the components of CAD systems and define their uses; (2) use the commands of the CAD system software; (3) draw points, lines, curves, and areas; (4) draw objects in orthographic projection, and (5) draw, dimension and plot working drawings of simple mechanical devices.

#### DIESEL MECHANICS ENGINE

DIE 1010 AIR CONDITIONING

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#### Prerequisites:

Covers the basic principles of air conditioning and the special application of these principles to farm equipment. Maintenance, troubleshooting, and repair are stressed.

DIE 1030 ELECTRICAL SYSTEMS

3 0 3

4

# Prerequisites:

Basic study of the electrical systems found in farm equipment. Special emphasis given to batteries, starters, generators, alternators, and ignition and lighting systems. Identification of trouble, servicing, and repair as applicable to electrical systems stressed.

DIE 1040 FARM HARVESTING EQUIPMENT

2

6

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# Prerequisites:

General maintenance and repair of harvesting equipment. Self-propelled grain combines and automatic tobacco harvesters given special attention in the classroom and in the field.

DIE 1045 EQUIPMENT SERVICING

3 0 12

Prerequisites: Permission of the instructor

Gives student experience in troubleshooting and repair of gasoline and diesel engines, power trains, and fuel systems associated with farm equipment. Provides opportunity to learn the operating principles of self-propelled and tractor drawn equipment and field experience in how to adjust field equipment. May substitute for part-credit in COE.

			Class	Lab	Clin/ Shop	Credit Hours
DIE	1046	SHOP PRACTICES & TOOL OPERATIONS	3	0	6	5

#### Prerequisites:

Gives students experience in operating procedures of shop tools and the correct use of hand tools, cutting tools, and testing equipment. Gives opportunity to learn operation of shop tools such as drill press, valve grinders, and hand grinders to cut threads with the tap and die sets, and to operate test equipment for checking tractor components.

DIE 1	1105	DIESEL ENGINES	5	0	6	7
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#### Prerequisites:

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, and cooling systems; lubrication; and methods of testing, diagnosing, and repairing diesel engines are included.

DIE	1106	DIESEL ENGINES	1	0	6	3

## Prerequisites: DIE 1105

Continuation of practical application of principles introduced in DIE 1105.

DIE 4135 BASIC FUEL SYSTEMS	3	0	3	4
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#### Prerequisites:

Thorough study of the fundamentals of gasoline and diesel fuel systems with lectures on carburetors and diesel principles and functions of components. Laboratory practice in application of service, repair, diagnosis procedures; assembly removal and replacement

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DIE	1127	POWER TRAINS	4	0	6	6	

## Prerequisites:

1137 POWER TRAINS

DIE

Covers basic fundamentals, function, and operation of major components used to transmit power on heavy equipment; clutches, transmissions, planetary gearing, torque converters, final drives, differentials, and brakes; and servicing, testing, minor adjustment, assembly removal, and replacement.

given opport	help students use their resources of tunities to build useful skills in buyind understanding the economy.	ime, energy, ng, managin	and n g fina	noney. S nces, in	Students creasing
ECO 151	ECONOMICS I	3	0	0	3
Prerequisites	3:				
which people system and h	l principles of microeconomics including gain a livelihood. Emphasis placed on the market process functions in the st, and current economic problems street.	on basic conc he real world	ditions	for the	market
ECO 152	ECONOMICS II	3	0	0	3
Prerequisites	s: ECO 151				
Continuation such as nati	n of a study of the principles of economiconal output and income, internation oblems.	ics, with emp al trade and	ohasis finan	on macı ce, and	co-issues current
ECO 153	ECONOMICS III	3	0	0	3
Prerequisites	s: ECO 152				
Continuation maco-and mi range forecas	n of the study of basic economic princicroeconomics problems and applicationsting.	ciples. Emph on of econom	asis pl ic prin	aced on nciples t	current to short-
EDUCATIO	N				
EDU 102	CHILD HEALTH, SAFETY, & NUTRITION	5	0	0	5
Prerequisites	3:				
cautions and	factors influencing a young child's he treatment procedures. Also, a focus ae child. Student will develop nutritionen.	on nutrition	000000	ata and	magnina
248					

**ECONOMICS** 

Prerequisites:

ECO 108 CONSUMER ECONOMICS

Clin/

Shop

0

Lab

0

Class

3

Credit

Hours

3

	Trerec	quisites.	•				
	This course provides the first half of instruction necessary to qualify for the NC Child Care Credential. This credential prepares an individual for entry level employment as a teacher in a child care setting. Areas of study include introduction to the child care profession, child growth and development, and getting to know the whole child.						
	EDU	104	CHILD CARE CREDENTIAL II	3	0	0	3
	Prerec	quisites:	: EDU 103				
	Care C	Credent her in a	rovides the final half of instruction necessar ial. This credential prepares an individual for a child care setting. Areas of study include itive guidance and providing a safe and heal	or entry develop	level menta	employn lly appro	ent as
	EDU	106	PRACTICUM IN ELEMENTARY SCHOOL	1	0	15	6
	Prerec	quisites:	:				
	Progra to eigh		upervised practices as an assistant in the ed	lucation	of ch	ildren ag	ges five
	EDU	107	PRACTICUM IN PRESCHOOL	1	0	15	6
	Prerec	quisites:					
	Progra	am of su	upervised practice in the care and education	of pres	school	children	
	EDU	108	EARLY CHILDHOOD CURRICULUM	5	0	0	5
,	Prerec	uisites:					
	Exami to enh	nation ance th	of early childhood curriculum areas. Focus se curiosity, interest, knowledge, and abilitie	on age es of you	appropung ch	riate ac ildren.	tivities
	EDU	109	GUIDING YOUNG CHILDREN'S BEHAVIOR	3	0	0	3
	Prerec	quisites:					
	Exami dren.	nation	of direct and indirect guidance techniques	in worl	king w	ith youn	g chil-
	EDU	115	AUDIOVISUAL & MEDIA INSTRUCTION	3	0	0	3
	Prerec	quisites:					
							249

EDU 103 CHILD CARE CREDENTIAL I

Prerequisites:

Clin/ Credit

Class Lab Shop Hours

3 0 0 3

		Clin/	Credit
Class	Lab	Shop	Hours

Introduces the multi-media approach to teaching young children. Provides experiences in the use of audiovisual equipment and duplicating machines. Includes experience with a laminating process and making transparencies and other visual aids while developing science and social studies units.

EDU 201 CHILDREN'S ISSUES IN TODAY'S SOCIETY 2 0 0 2

#### Prerequisites:

Discussion of issues affecting children and their families. Topics may include: poverty, drug and alcohol abuse, family violence, child abuse and neglect, single-parent families, and step-families, among others.

EDU 202 DISCIPLINE STRATEGIES IN THE CLASSROOM 3 0 0 3

## Prerequisites:

Survey of various approaches to discipline. Attention given to the more popular models with practical guides for selecting a positive and personal approach.

EDU 203 EXCEPTIONAL CHILDREN 5 0 0 5

#### Prerequisites:

Introductory course for those who may work with exceptional children. Examination of the characteristics and problems relating to educating typical children.

EDU 204 PARTNERSHIP WITH PARENTS 3 0 0 3

# Prerequisites:

A focus on the parent-child-teacher relationship as a partnership to enhance life for all. Special attention will be given to removing barriers to open communication and techniques conducive to such a partnership.

EDU 211 LANGUAGE ARTS TECHNIQUES 3 0 0 3

# Prerequisites:

Study of the components of language arts and language acquisition of young children. Includes exploration of activities and materials that facilitate development.

EDU 225A- SEMINAR PRACTICUM: 225C PRESCHOOL 1 0 15 6

# Prerequisites:

The practicum and seminar experience involves students with the learning process in a variety of educational settings. These experiences enable the students to gain exposure to many facets of education as well as to do specialized study in given areas.

Class	Lab	Credit Hours

Through "learning by doing," students correlate knowledge and skills to actual teaching situations.

EDU 229 INFANT AND TODDLER CARE 3 0 0 3

### Prerequisites:

Exploration and development of curriculum, activities, and materials for infants and toddlers. Also, an examination of ways to promote development through caregiving activities.

EDU 230 CREATIVE ACTIVITIES I 3 0 0 3

### Prerequisites:

An examination of music, art, language arts and dramatic play curriculum areas with a focus on creating learning environments for young children. Students will develop teacher made materials and organize a file of resources and materials.

EDU 231 CREATIVE ACTIVITIES II 3 0 0 3

### Prerequisites:

An examination of science, mathematics and social studies curriculum areas with a focus on creating learning environments for young children. Students will develop teacher made materials and organize a file of resources and materials.

EDU 232 PRESCHOOL ADMINISTRATION & SUPERVISION 3 0 0 3

# Prerequisites:

Designed to assist students in establishing policies and procedures for the operation of a center for the daily group care of young children.

#### ELECTRICAL

ELC 101 FUNDAMENTALS OF ELECTRICITY I 4 4 0 6

Prerequisites: ELN 100 Corequisites: MAT 101

Study of the elementary principles of electricity, including basic electric units, Ohm's Law, Kirchoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive, and capacitive networks.

			Class	Lab		Hours
ELC	102	FUNDAMENTALS OF ELECTRICITY II	4	4	0	6

Prerequisites: ELC 101 Corequisites: MAT 102

Study of series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power analysis, and an introduction to electromechanical devices.

ELC 112 ALTERNATING & DIRECT CURRENT 2 0 6 4

### Prerequisites:

Study of the electrical structure of matter; the electron theory; and the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Ohm's Law and Kirchoff's Law and the relationships and applications of electricity to modern industrial machinery are included.

ELC 113 ALTERNATING CURRENT & DIRECT CURRENT MACHINES & CONTROLS 2 0 6 4

Prerequisites: ELC 112

Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, current, power measurements, transformers, and motors. Instruction given in the use of electrical test instruments in circuit analysis. Includes a study of the basic concepts of AC and DC machines; simple system controls; and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches.

ELC 119 INDUSTRIAL ELECTRIC CONTROLS & SYSTEMS 2 0 6 4

Prerequisites: ELC 113

Fundamental concepts and applications of electrical, pneumatic, and hydraulic control systems. Controls, protecting devices, and industrial applications emphasized.

ELC 121 ELECTRICAL TROUBLESHOOTING 1 0 3 2

Prerequisites: ELC 119

Utilization of all service tools, instruments, and equipment necessary to analyze all aspects of service and repair, using the procedures employed in service and repair in industry. Students expected to demonstrate ability and initiative in the troubleshooting problems presented.

Layout, planning, and installation of wiring systems in industrial complexes, with emphasis on blueprint reading and symbols, and related National Electrical Code. Emphasis will be placed on 1/2 inch to 2 inch conductors, sizes 14 to 4/0. Practical experience wiring lighting fixtures, receptacles, and switches in single and poly-phase system to comply with national, state and local codes will be gained in this course.  ELC 126 ELECTRICAL INSTALLATION II 2 0 6 4  Prerequisites: ELC 125  A continuation of ELC 125 with emphasis on larger conduits, raceways, and conductors. Busways, busducts, wireways, cable trays and underfloor ducts will be introduced.  ELC 127 ELECTRICAL WIRING III 1 0 6 3  Prerequisites: ELC 126  A continuation of ELC 126 with emphasis on special equipment and wiring methods. Trolleys, overhead cranes, large switch gear, explosion-proof equipment, dust-tight, watertight, stainless steel, and seal fittings are part of this course.  ELC 130 NATIONAL ELECTRICAL CODE 3 0 0 3  Prerequisites:  A study of the National Electric Code. Includes service calculations for residential, commercial, and industrial buildings; branch circuits and feeder calculations; and the rules governing electrical wiring in North Carolina.  ELC 210 ROTATING DEVICES 2 2 0 3  Prerequisites: ELC 102; PHY 102  Introduction to electrical machinery. Includes an analysis of AC and DC motor and generator principles, synchros and servomechanisms, and alternators and dynamos. Basic theory, operation, and maintenance of these devices and systems emphasized.  ELC 1101 ESTIMATING FOR ELECTRICAL 2 0 0 2  Prerequisites:  Covers the basic principles of estimating for electrical trades. Includes take-off of material specifications and price gathering.  ELC 1102 APPLIED ELECTRICITY 3 0 0 3 4  Prerequisites:	Prerequisites: ELC 112	
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	ELC 1102 APPLIED ELECTRICITY 3 0 3 4	
050	Prerequisites:	
253	253	

ELC 125 ELECTRICAL INSTALLATION I

Clin/

Shop

6

Lab

0

Class

2

Credit

Hours

4

Class Lab Shop Hours

The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.

ELC 1108 D.C. CURRENT

3 0 6 5

## Prerequisites:

Study of the electrical structure of matter and electron theory, and the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Includes and analysis of direct current circuits by Ohm's Law and Kirchoff's Law and a study of the sources of direct current voltage potentials. ELC 1108 and ELC 1109 series is equivalent to ELC 1112.

ELC 1109 A.C. CURRENT

2 0 6 4

Prerequisites: ELC 1108

Fundamental concepts of alternating current flow, reactance, impedence, phase angle, power, and resonance; and an analysis of alternating current circuits. ELC 1108 and ELC 1109 series is equivalent to ELC 1112.

ELC 1110 DIRECT CURRENT THEORY & PRACTICE

0 12 9

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### Prerequisites:

Study of the structure of matter and the electron theory; the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and sources of direct current potentials.

ELC 1111 ALTERNATING CURRENT THEORY & PRACTICE

0 12 9

Prerequisites: ELC 1110

Study of the fundamental concepts of alternating current, including the generation of sine waves and other non-sinusoidal waveforms, reactance, impedance, power, resonance, and alternating current circuit analysis.

ELC 1112 DIRECT & ALTERNATING CURRENT

5 0 12 9

# Prerequisites:

Study of the electrical structure of matter and electron theory, and the relationship between voltage, current, and resistance in series, parallel, and series-parallel, and series-parallel circuits. Includes an analysis of direct current circuits by Ohm's Law and Kirchoff's Law and a study of the sources of direct current voltage potentials;

Class Lab Shop Hours

fundamental concepts of alternating current flow, reactance, impedence, phase angle, power, and resonance; and an analysis of alternating current circuits. ELC 1108 and 1109 are equivalent to ELC 1112.

ELC 1113 CURRENT AND DIRECT CURRENT MACHINES AND CONTROLS

0 12 9

5

Prerequisites: ELC 1112

Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction is given in the use of electrical test instruments in circuit analysis. Includes a study of the basic concepts of AC and DC machines and simple system controls and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches. ELC 1115 and 1116 are equivalent to ELC 1113.

ELC 1114 ELECTRICAL SAFETY

1 0 0 1

Prerequisites:

Emphasis on the use of electrical test equipment to insure job safety and to prevent shock. Appropriate first-aid techniques for treating shock victims also included.

ELC 1115 MACHINE CONTROL

0 6 5

Prerequisites: ELC 1109

Study of the fundamental concepts in single and polyphase alternating current circuits, voltages, current, power measurements, transformers, and motors. Instruction is given in the use of electrical test instruments in circuit analysis. ELC 1115 and 1116 are equivalent to ELC 1113.

ELC 1116 MACHINE CONTROL

0 6 4

Prerequisites: ELC 1115

Study of the basic concepts of AC and DC machines and simple system controls and an introduction to the types of controls used in small appliances, including thermostats and timers or sequencing switches. ELC 1115 and 1116 are equivalent to ELC 1113.

ELC 1117 PROGRAMMABLE CONTROLLERS

0 3 5

Prerequisites: BPR 1113 or work experience evaluated by department chairman

Basic study in programmable controllers, including programming, troubleshooting, and applications for motor control, alarm systems and environmental systems found in most industries.

ELC 1122 RESIDENTIAL WIRING I

2 0 6 4

Prerequisites: BPR 1113

Study of the fundamentals of residential wiring, including blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboard, lighting, fusing, wire sizes, branch circuits, and conduits. ELC 1122 and 1123 are equivalent to ELC 1124.

1123 RESIDENTIAL WIRING II ELC

0 3

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Prerequisites: ELC 1122

Application of National Electric Code Regulations in actual building mockups. ELC 1122 and 1123 are equivalent to ELC 1124.

1124 RESIDENTIAL WIRING ELC

0 9 9

Prerequisites: BPR 1113

Study of the fundamentals of residential wiring, including blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, and conduits. Also includes application of National Electric Code Regulations in actual building mockups. ELC 1122 and 1123 are equivalent to ELC 1124.

ELC 1125 COMMERCIAL & INDUSTRIAL WIRING

9 0 12

Prerequisites: ELN 1118

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis on blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals of commercial and industrial wiring through practical experience in wiring, conduit preparation, and installation of simple systems. ELC 1126 and 1127 are equivalent to ELC 1125.

ELC 1126 COMMERCIAL WIRING 0 5

Prerequisites: ELN 1118

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis on blueprint reading and symbols. ELC 1126 and 1127 are equivalent to ELC 1125.

ELC 1127 INDUSTRIAL WIRING 0 4

2

4

Prerequisites: ELC 1126

National Electrical Codes, and the application of the fundamentals of commercial and industrial wiring through practical experience in wiring, conduit preparation, and installation of simple systems. ELC 1126 and 1127 are equivalent to ELC 1125.

ELC 1130 NATIONAL ELECTRICAL CODE 0 0 4

Prerequisites:

A study of the National Electric Code. Includes service calculations for residential, commercial, and industrial buildings; branch circuits and feeder calculations; and the rules governing electrical wiring in North Carolina.

#### ELECTRONICS

ELN 100 INTRODUCTION TO ELECTRONICS 3 2 0 4

Prerequisites: Permission of instructor

Introduction to electronics principles and laboratory techniques. The care and proper use of laboratory equipment is emphasized. Techniques of recording and use of laboratory data are taught.

ELN 101 ELECTRONIC INSTRUMENTS & MEASUREMENTS 1 4 0 3

Prerequisites: ELC 102

Study of basic electronic instruments and theories of operation, functions, tolerances, and calibration of both service and laboratory instruments. Laboratory experiences provide opportunities for application of each instrument studied.

ELN 105 CONTROL DEVICES 4 4 0 6

Prerequisites: ELC 102

Study of the electrical characteristics of transistors. Emphasis on basic parameters and applications of each type of control device in the three terminal, two port system.

ELN 106 CONTROL DEVICES: AUTOMOTIVE 3 2 0 4

## Prerequisites:

This course is a study of solid state electronic devices with emphasis on digital applications of these devices in automotive circuitry. Topics include diodes, triodes, transistors, transistor amplifiers and switches. Upon completion student should be able to apply the concepts studied to troubleshoot and analyze electronic problems in the automobile circuitry.

ELN 114 INDUSTRIAL ELECTRONICS 3 0 3 4

Prerequisites: ELC 112, 113

Study of basic industrial electronic systems such as motor controls, alarm systems, environmental controls, load-management controllers, and the electronic controls used in production machinery. Emphasis will be placed on troubleshooting and repair of the systems found in manufacturing.

			Class	Lab	Clin/ Shop	Credit Hours
ELN 118	8	DIGITAL CONCEPTS	2	0	3	3
Prerequisi	ites	: ELC 112				
circuits, ar	rith	udy of digital computer fundamentals, i metic circuits, bistable circuits, registers memories.	including operation	; binar ns mic	y numb roproces	ers, logio ssing pro-
ELN 119	9	PROGRAMMABLE CONTROLLERS	1	0	3	2
Prerequisi	ites	: ELC 112				
Basic study application most indu	ns f	programmable controllers, including profor motor control, alarm systems and e	grammir nvironm	ng, trou ental s	ıbleshoo ystems	oting, and found in
ELN 120	0	INDUSTRIAL INSTRUMENTATION & CONTROLS	3	0	6	5
Prerequisi	ites	: ELN 114				
used in m	anı	ruments used for monitoring, measuring ufacturing processes. Emphasis will be and repair of instruments.				
ELN 208	5	APPLICATION OF TRANSISTORS	5	6	0	8
Prerequisi	ites	: ELN 105				
Practical a	app!	lications of transistors to basic audio am	plifiers,	power	supplies	s, and os
ELN 210	0	SEMICONDUCTOR CIRCUIT ANALYSIS	5	4	0	7
Prerequisi	ites	: ELN 205				
sociated w	vith	sis of solid state circuits. Includes theor transistors, unijunction transistors, silibled switches, and other solid state devi	icon cont	rolled	rectifier	s, triacs

silicon controlled switches, and other solid state devices. Applications of each device studied.

ELN 211	COMMUNICATION CIRCUITS	4	4	0	6
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Prerequisites: ELN 205 Corequisites: ELN 215

Emphasizes the principles involved in the use of components and devices studied and provides for practice in testing the components and using them in simple relationships in circuits with other units.

			Class	Lab		Credit Hours
ELN	214	FUNDAMENTALS OF DIGITAL ELN I	3	0	3	4

Prerequisites: ELN 105; MAT 103

Study of wave shaping techniques, clipper and clamper circuits, multivibrators, gate circuits, and counter circuits. Includes binary, octal, hexidecimal, binary-coded decimal number systems as well as Boolean algebra and the reduction of circuit components by Boolean algebra and Karnaugh maps.

ELN	215	FUNDAMENTALS OF				
		DIGITAL ELN II	3	0	3	4

Prerequisites: ELN 214

A study of digital circuits and systems and circuits concentrating on the circuits in microcomputer systems.

ELIN 220 ELECTIONIC SISTEMS 5 4 0 7	ELN	220	ELECTRONIC SYSTEMS	5	4	0	7
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Prerequisites: ELN 215

Block diagram course: includes investigations of numerous electronic systems, using modules or blocks of circuits already studied which have been arranged to produce complex electronic systems. The systems are explained and reduced to functions and then to block diagrams. AM, FM, and Single Sideband transmitters and receivers; multiplexing; TV transmitters and receivers; pulse-modulated systems; computers; telemetry; navigational systems; and sonar and radar considered.

ELN	231	INTRODUCTION TO				
		MICROPROCESSORS	3	0	3	4

Prerequisites: ELN 215

Introduces the student to the fundamentals and to the hardware and software of microprocessors and microcomputers as they are used to synthesize digital circuits for instrumentation and control.

ELN 245 ELECTRONIC DES	GN PROJECT 0	) 4	0	2
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Prerequisites: ELN 210, 215

Students are required to design and construct projects approved by the instructor. Includes selection of project and design, construction, and testing of the completed project. Projects may include AM and FM transmitters or receivers, amplifiers, test equipment, control devices, simple counters, lasers, or masers.

ELN	1103	INTRODUCTION TO ELECTRONIC				
		DEVICES	5	0	12	9

Prerequisites: ELC 1111

Introduction to vacuum tubes and semiconductors used to control direct and alternating current. Characteristics of diodes, triodes, tetrodes, pentodes, and transistors in power suppliers, voltage amplifiers, power amplifiers, and oscillators, and the advantages, disadvantages, and uses of each.

ELN 1104 CIRCUIT APPLICATIONS I

4 0

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7

Prerequisites: ELN 1103

Study of vacuum tubes and semiconductor devices with characteristic curves and manufacturers; data used to determine how and why a circuit configuration behaves in a predetermined manner. The applications and uses of the different configurations and simple design characteristics of each are included.

ELN 1105 CIRCUIT APPLICATIONS II

0 9

4

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3

Prerequisites: ELN 1104

Study of electronic components and circuits used in industrial applications. Included is a study of sensory devices and and monitoring circuits, and other devices applicable to the field of industrial electronics.

ELN 1106 MAINTENANCE & ANALYSIS OF ELECTRONIC SYSTEMS

0 9 8

Prerequisites: ELN 1105

Study in the analysis and maintenance of electronic systems. Included are component troubles and their effects on circuit behavior as related to electronic systems used in private entertainment and to equipment used in business and industrial applications.

ELN 1108 DIGITAL CONCEPTS I

0 3 4

Prerequisites: ELN 1103

Introduces study of digital computer fundamentals including binary numbers, logic circuits, arithmetic circuits, bistable circuits, registers, and memories.

ELN 1110 DIGITAL CONCEPTS II

3 0 3 4

Prerequisites: ELN 1108

Continues study of digital computer fundamentals including circuits, operations, microprocessing, and programming.

ELN 1111 ELECTRONIC TROUBLESHOOTING

0 0 3

Prerequisites: ELN 1103

Study of electronic troubleshooting methods and procedures for radio, high fidelity stereo, tape recorders, television, cameras and video tape recorders, CB and mobile

		Clin/	Credit
Class	Lab	Shop	Hours

radio, electronic organs, and digital circuits. Included is the use of electronic instruments, test equipment, tools and auxiliary items.

ELN 1116 INDUSTRIAL ELECTRONICS

2

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Prerequisites:

Study of basic theory, operating characteristics, and application of vacuum tubes such as diodes, triodes, pentodes, and gaseous control tubes. ELN 1116 and ELN 1117 is equivalent to ELN 1118.

ELN 1117 INDUSTRIAL ELECTRONICS

1 0 3 2

Prerequisites: ELC 1116

Study of basic theory, operating characteristics, and application of vacuum tubes such as diodes, triodes, pentodes, and gaseous control tubes. ELN 1116 and ELN 1117 is equivalent to ELN 1118.

ELN 1118 INDUSTRIAL ELECTRONICS

0 6 5

Prerequisites: ELC 1113

Study of basic theory, operating characteristics, and application of vacuum tubes such as diodes, triodes, pentodes, and gaseous control tubes. Includes an introduction to amplifies using triodes, power supplies using diodes, and other basic applications.

ELN 1119 INDUSTRIAL ELECTRONICS

0 6

Prerequisites: ELN 1118

Study of basic industrial electronic systems such as motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.

ELN 1125 RADIO RECEIVER SERVICING

0 0 5

Prerequisites: ELC 1111

Study of the principles of radio reception and practices of servicing. Included are block diagram and schematics of radio receivers, servicing techniques of AM and FM receivers by resistive measurements, signal injection and signal tracing, voltage analysis, and methods of locating faulty stages and components.

ELN 1127 TELEVISION RECEIVER CIRCUITS
AND SERVICING

10

0

5

18 16

Prerequisites: ELN 1103, 1125

Study of the principles of television reception and practices of servicing. Included are block diagrams and schematics of monochrome and color television receivers, servicing

techniques by resistive measurements, voltage and image analysis, and methods of locating and repairing defective components.

#### **ENGLISH**

ENG 098 GRAMMAR I

5 0

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Prerequisites: RED 091 or appropriate placement score

Basic instruction in grammar, including parts of speech and some punctuation, in conjunction with simple sentence-combining exercises.

ENG 099 GRAMMAR II

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Prerequisites: RED 091 and ENG 098, or equivalent placement scores

Designed as a bridge between ENG 098 and ENG 101 to give students additional grammar instruction in conjunction with simple writing tasks.

ENG 099A GRAMMAR II LAB

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Prerequisites: "C" or lower in ENG 098, instructor referral, or specified placement score

Designed to improve the student's skills in specifically defined areas of basic grammar. For students who score below a specified score on Writing Skills Test, make "I" or "F" in Basic Grammar previous quarter, or upon request.

ENG 101 GRAMMAR & COMPOSITION I

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Prerequisites: RED 091 and ENG 099, or equivalent placement scores

Designed to improve self expression by applying the basic principles of English grammar to written communication.

ENG 101A GRAMMAR AND COMPOSITION I LAB

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Prerequisites: "C" or lower in ENG 099, instructor referral, or specified placement score

Individualized course designed to improve the student's skills in specific areas of grammar.

ENG 102 GRAMMAR & COMPOSITION II

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Prerequisites: ENG 101

Designed to aid the student in the improvement of self expression in composition. Emphasis is on the sentence, paragraph, and whole composition.

	Class	Lab	Clin/ Shop	Credit Hours
ENG 102A GRAMMAR AND COMPOSITION II LAB	0	2	0	1
Prerequisites: "C" or lower in ENG 101, instructo	r referral,	or spe	cified p	lacement
Individualized course designed to improve the stude	ent's writin	g skills	3.	
ENG 103 REPORT WRITING	3	0	0	3
Prerequisites: ENG 102 and at least two quarters of	f curriculu	m worl	k	
Designed to instruct students in writing for busin individual curriculums when possible. Emphasis is reports, graphic communications, proofreading and	on memos,	variou	is types	of short
ENG 106 SPELLING TECHNIQUES	3	0	0	3
Prerequisites:				
Designed to improve spelling ability. Participants English to spelling, spelling patterns, and commonly vocabulary in their areas of concentration such as m	misspelled	words.	. They a	lso study
ENG 151 COMPOSITION I	3	0	0	3
Prerequisites: RED 094 and ENG 102, or specified p Corequisites: LIB 151	olacement s	scores		
Essential skills of standard written English and the pository and analytical writing. Essays of varying lendings in essays and short fiction.				
ENG 152 COMPOSITION II	3	0	0	3
Prerequisites: ENG 151				
Techniques of library research and the writing of res assignments are drawn from readings in short fiction	earch pape n and nove	rs. Sub	jects fo	r writing
ENG 153 COMPOSITION III	- 3	0	0	3
Prerequisites: ENG 151				
Readings in poetry and drama. Papers are written or	n subjects	drawn	from re	eadings.
ENG 204 ORAL COMMUNICATIONS	3	0	0	3
Prerequisites:				

C	lass	Lab	Clin/ Shop	Credit Hours				
Introduction to interpersonal communication to enable the student to communicate with others effectively. Focuses on the nature of the communication process, including self perception, group interaction, and language as a symbolic process.								
ENG 217 CHILDREN'S LITERATURE	3	0	0	3				
Prerequisites:								
Designed to familiarize students with the well-known aut dren's literature and to introduce them to the best qua Emphasis is on the use of these materials with the children ure and learning.	lity b	ooks fo	or young	g people.				
ENG 251 BRITISH LITERATURE I	3	0	0	3				
Prerequisites: ENG 152 and ENG 153, or permission of i	instru	ctor						
Study of British literature from Beowulf to the Romantic	Perio	od.						
ENG 252 BRITISH LITERATURE II	3	0	0	3				
Prerequisites: ENG 152 and ENG 153, or permission of i	nstru	ctor						
Continuation of ENG 251; study of British literature from present.	n the l	Roman	tic Peri	od to the				
ENG 261 AMERICAN LITERATURE I	3	0	0	3				
Prerequisites: ENG 152 and ENG 153, or permission of i	nstru	ctor						
Major works of American literature from the colonial per	iod th	rough	World V	War I.				
ENG 262 AMERICAN LITERATURE II	3	0	0	3				
Prerequisites: ENG 152 and ENG 153 or permission of in	nstruc	tor						
Continuation of ENG 261; major works of American lite the present.	rature	e from	World	War I to				
ENG 280 INTRODUCTION TO SCIENCE FICTION	3	0	0	3				
Prerequisites: ENG 152 and ENG 153, or permission of it	nstruc	ctor						
Theme oriented examination of this enlightening genre. The and writing assignments, the course will survey the hist and development, its major themes, and its role in literation.	amir at	thoa	onno ito	cussion,				

and development, its major themes, and its role in literature and society.

3

0 0

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ENG 1102 COMMUNICATION SKILLS

Prerequisites: RED 1101 or equivalent placement score

Designed to improve students' communication skills in specific work situations. Learning experiences include completing job applications, job interviews, letter writing, telephone communications, technical vocabulary, and customer communications.

#### **GEOGRAPHY**

GEO 151 INTRODUCTION TO GEOGRAPHY 5

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Prerequisites: Specified score on Reading Skills test or RED 094

Major physical and cultural elements of the environment and their influence on human activity.

#### GERONTOLOGY

GRO 201 AGING PROCESS 3 0

Prerequisites: OTA 106; PSY 120

Course will focus upon the second half of the life span with emphasis on gerontology. Concepts of the aging process, retirement, physical, emotional and social adjustments will be presented.

GRO 202 GERIATRIC PROGRAMMING 3

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Prerequisites: OTA 106, 201, 206

Students study techniques of geriatric therapy programs for individuals and groups. Emphasis is on maintaining independence, activities of daily living, work simplification, perceptual deficits, life review and productivity. Community programs are examined.

#### HEALTH

PERSONAL AND COMMUNITY HEA 151

HEALTH

0 3

#### Prerequisites:

Investigation of mental, social, and physical health problems related to man's internal and external environment in technological and leisure oriented societies. The objective is efficient and effective performance in daily living through maintenance of optimal personal and community health.

			Class	Lab	Shop	Hours
HIST	ORY					
HIS	151	AMERICAN HISTORY I	5	0	0	5
Prere	quisites	: Specified score on Reading Skills test	or RED 0	94		
Histo	ry of th	e United States from its beginning to the	he end of	Recons	struction	1.
HIS	152	AMERICAN HISTORY II	5	0	0	5
Prere	quisites	: Specified score on Reading Skills test	or RED 0	94		
Histo	ry of th	e United States from Reconstruction to	the prese	ent.		
HIS	160	WORLD HISTORY TO 1500	5	0	0	5
Prere	quisites	: Specified score on Reading Skills test	or RED 0	94		
Devel	opment	of civilization from prehistory to the R	deformatio	n.		
HIS	161	WORLD HISTORY SINCE 1500	5	0	0	5
Prere	quisites	s: Specified score on Reading Skills test	or RED 0	94		
World	d civiliza	ations from the Renaissance to the pres	sent.			
HIS	170	CURRENT HISTORY	3	0	0	3
Prere	equisites	3:				
exam litical to un	ines his I system Iderstan	students at all levels (vocational, techristory as it is being made. Students will as and understand their political philosoped and analyze at least three major curuarter taught.	study cur phies. This	rent (a s know	ind/or re ledge wi	ecent) po ill be use
HUN	IAN SE	ERVICES				
HSE	102	ORIENTATION LAB I	0	2	0	1
Prere	equisites	5:				
ment	. Emph	promote professional, program, and pe asizing verbal and nonverbal interaction ommended for all first-year Human Ser	in interp	ersona	l comm	unicatio
HSE	108	CHANGE AGENTRY LAB I	0	0	3	1
Prere	equisite	s: HSE 112 or 113 or 216 or permission	of instru	ctor		

Clin/ Credit

A four-day human relations training lab in a retreat setting off campus. Lab staffed by qualified trainers. Students are offered practice in the interpersonal and group skills they have learned in courses in group processes.

HSE 111 INTRODUCTION TO HUMAN SERVICES

3 0 3 4

Prerequisites:

Introduction to the history of human services and related theories and systems. Agencies, institutions, and programs which help meet human services needs are studied in broad context of social and political systems. Guest lecturers, representative of human services occupations, and field trips to agencies and institutions delivering human services offer a familiarization with the components of the delivery system.

HSE 112 GROUP PROCESSES I

1 0 3 2

Prerequisites: Permission of instructor

Introduction to interpersonal concepts and problems of communication in interpersonal transactions. Designed to allow students to become more aware of themselves and their feelings about themselves and other people with whom they come in contact. To facilitate this self-awareness and personal growth, students work in small groups, learning through analyses of their own experiences including feelings, reactions, perceptions and behavior.

HSE 112P PRACTICUM I

0 6

Prerequisites: Permission of instructor

Students spend six hours per week in clinical laboratory experiences under the supervision of a qualified instructor. Emphasis on the application of concepts and principles from related course content.

HSE 113 GROUP PROCESSES II

0 3 2

Prerequisites: HSE 112 or permission of instructor

Continued study of interpersonal relationships in small group interactions. Students work in small groups during the quarter, learning through analyses of their own experiences, including feelings, reactions, perceptions, and behavior, using the framework of transactional analysis.

HSE 113P PRACTICUM II

1 0 6 3

Prerequisites: HSE 112P or permission of instructor

Continuation of Practicum I.

			Class	Lab		Credit Hours	
HSE	114	INTERVIEWING & COUNSELING	3	2	0	4	

Prerequisites: ENG 101, 102 and at least two quarters of curriculum work or permis-

sion of instructor

Corequisites: ENG 103

Study of purpose, structure, focus, and techniques employed in effective interviewing. Laboratory experiences providing opportunities for observation, practice, recording, and summarizing personal histories under faculty supervision. Importance of interview as client's initial encounter with system is stressed; interviewing to meet need of client rather than of system.

# HSE 115 FIELD EXPERIENCE 2 0 30 12

Prerequisites: Satisfactory completion of one practicum and HSE 114 or permission of instructor

Work in a human services agency, institution, or program under the supervision of college personnel. Students have an opportunity to apply and practice what has been learned in the program while learning from the professionals in the field.

## HSE 120 ACTIVITIES IN HUMAN SERVICES 2 2 0 3

### Prerequisites:

Overview of the types of activities (occupational, recreational, play, music, drama, nonverbal) utilized as therapeutic techniques with particular emphasis on the purpose of each: ways of creating and holding interest in the activity; and the role of the Human Services Associate in assisting patients to participate.

HSE	131-	READINGS IN HUMAN SERVICES				
	133		0	2	0	1

# Prerequisites:

Designed for students who wish to specialize or expand their knowledge in certain areas of human services. Under the supervision of human services faculty members, students study materials relative to concepts in human services and write critical analyses. Time for independent study allotted, and individual conferences with the supervising instructor arranged.

202	ORIENTATION LAB II	0	2	0	1
	202	202 ORIENTATION LAB II	202 ORIENTATION LAB II 0	202 ORIENTATION LAB II 0 2	202 ORIENTATION LAB II 0 2 0

### Prerequisites:

Continuation lab of HSE 102 for Human Services Technology students to enhance professional and personal development. Emphasis placed on verbal and nonverbal techniques to facilitate interpersonal communication. Strongly recommended for second-year Human Services Technology students.

		Class	Lab	Clin/ Shop	Credit Hours		
HSE 210	CHANGE AGENTRY LAB II	0	0	3	1		
Prerequisites:	HSE 112, or 113, or 216 or permis	sion of instru	ictor				
The lab is staff	man relations training lab which of fed by qualified group leaders and the interpersonal and group skills the	e students are	afford	led an e	xperience		
HSE 210P	PRACTICUM III	1	0	6	3		
Prerequisites:	Permission of instructor						
Students place course work. S	ed six hours per week in an agency Supervised by qualified agency person	to obtain jo	b expe	rience r	elated to		
HSE 215	HUMAN SERVICES SEMINAR	3	0	0	3		
Prerequisites:	Permission of instructor						
expected to de	w of current issues and trends within monstrate the knowledge and expe oup conferences and oral reports.						
HSE 216	GROUP PROCESSES III	1	0	3	2		
Prerequisites:	HSE 112 or HSE 113 or permission	n of instructo	r.				
	group experience. Attention given to mmunicate with others as well as t						
HSE- 227	THERAPEUTIC COMMUNITIES	1	2	0	2		
Prerequisites:							
This course is designed to understand the process behind establishing a therapeutic community and to participate in the creation of therapeutic community. Target populations will be identified, i.e. homeless, family violence, drug treatment, mentally ill adolescents and mentally retarded; characteristics identified and management techniques will be developed.							
HSE 231- 233	RESEARCH IN HUMAN SERVICE	ES 0	2	0	1		

Designed for students who wish to specialize or expand their knowledge in certain areas of human services. Under the supervision of human services faculty members, students investigate and study materials and data from primary and secondary sources relative to concepts in human service an prepar reports in the style appropriate to

Prerequisites:

discipline.

269

	Class	Lab	Clin/ Shop	Credit Hours
HYDRAULICS AND PNEUMATICS				
HYD 235 HYDRAULICS & PNEUMATICS	3	0	3	4
Prerequisites:				
Basic theories of hydraulic and pneumatic systems. Concircuits. Basic designs and functions of circuits and m servomechanisms, plumbing, filtration, accumulators,	iotors, co	ntrols,	electro	n various hydraulic
HYD 1136 HYDRAULICS	2	0	6	4
Prerequisites:				
Fundamental hydraulics and its use to transmit power function and pumps, lines, cylinders, valves, gauges, tems servicing, test points, testing, and adjusting; pr storage of test equipment, and minor repairs, assembly	and controper care	rols. <i>A</i> e, use,	dso incl installa	udes sys- tion, and
HYD 1140 HYDRAULIC & PNEUMATIC FUNDAMENTALS	3	0	3	4
Prerequisites:				
Basic theories and uses of hydraulic and pneumatic sy of systems. Basic designs and functions of circuits a draulic servo-mechanisms, filtration, accumulators, a maintenance of the components will be made by the s	and moto and rese	rs, con	ntrols, e	electrohy-
INSURANCE				
INS 215 LIFE, ACCIDENT & HEALTH INS	5	0	0	5
Prerequisites:				
Study of risk and function of life and health insurers to life, accident, and health insurance. Includes classi provisions, general agent responsibilities, types of hea ance.	fications.	life in	surance	contract
INS 216 PROPERTY & CASUALTY INS	5	0	0	5
Prerequisites:				
Study of risk and function of property and casualty relating to property and casualty, property exposures i personal and commercial liability protection, and indiv	ncluding	fire li	ahility e	ynosures

Prerequisites:										
Deals with the many elements of an industry-wide safety program. Provides an indepth treatment of job safety analysis, plant inspection, plant arrangement, house-keeping, and the maintenance and handling of materials. Special emphasis given to compliance with the new Occupational Safety and Health Act, and to paperwork procedures and processes.										
ISC 110- READINGS IN INDUSTRIAL 130 MANAGEMENT	1	0	0	1						
Prerequisites:										
Designed for students who wish to specialize or expand to management under the supervision of the Industrial Mar to enable study of materials related to concepts in industrials	nageme	nt facul	lty. Stri							
ISC 201 INDUSTRIAL ORGANIZATION & MANAGEMENT	3	0	0	3						
Prerequisites:										
Organizational structure for industrial management included activities. Includes accounting; budgeting; credit and and markets; selection and layout of physical facilities; supervision of personnel as found in typical industrial or	indust and se	trial ris	ks; fore	casting						
ISC 202 QUALITY CONTROL	3	0	0	3						
Prerequisites: MAT 101										
Provides an overview of quality control activity and its scope throughout the entire business system of a company. Among the topics discussed are the elements of quality control work, the organization required to get the work accomplished, methods of measuring the effectiveness of the function, and the integration of the various quality-related activities of the organization into a quality system.										
ISC 203 MOTION ECONOMY	3	0	0	3						
Prerequisites:										
Provides a systematic, practical, and logical treatment of utilized in today's business and industrial enterprises. Con and office activities and looks at the broad range of wor Recently developed concepts and techniques are evaluated	vers di: rk mea	rect and	lindire	et work						

INDUSTRIAL SCIENCE

ISC 102 INDUSTRIAL SAFETY

Clin/ Credit

Shop Hours

3

Class Lab

3 0 0

			Class	Lab	Clin/ Shop	Credit Hours
ISC	204	VALUE ANALYSIS	3	0	0	3
Prere	quisites	3:				
		ase approach to cost reduction. Prov				

review in depth the concepts and techniques of value analysis and engineering. Emphasis is placed upon identifying and removing unnecessary production costs.

PLANT LAYOUT 0 4 ISC 209

## Prerequisites:

Provides a practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Sample layouts for small and medium size industries and the effective use of personnel, money, machinery,

and materials are included. 213 PRODUCTION PLANNING 0 0 ISC

## Prerequisites:

Introduces the production function of the business or industry in its daily manufacturing process. Functions reviewed are forecasting, product planning and control, scheduling, dispatching, and routing. Case histories are discussed in the classroom and courses of corrective action are developed. Actual layouts are utilized for planning and

control. ISC 231 MANUFACTURING PROCESSES 5 0

# Prerequisites:

Provides a basic understanding of industrial materials, machines, and processes utilized in today's manufacturing and assembling plants. Reviews the rapid development of new materials, mechanization and automation, and the complex process of manu-

facturing. ISC LABOR RELATIONS

0

0

# Prerequisites:

232

Covers the history of the labor movement in the United States with its structural and legal framework, and examines the negotiation, administration, and major contents of the labor contract itself. Special studies of arbitration cases which illustrate the theories in realistic terms are provided.

ISC 1101 INDUSTRIAL SAFETY 0 0 3

# Prerequisites:

A study of the development of industrial safety: accident occurrence and prevention; analysis of accident causes and costs, basic factors of accident control, safety education and training, accident reporting and records, employer and employee responsibility,

safety organizations, first aid, mechanical safeguards, personal protective equipment use, materials handling, fire prevention and fire protection; safety codes, and accident statistics.

ISC 1105 STATISTICAL PROCESS CONTROL PRINCIPLES

3 0 0 3

Prerequisites: MEC 1104

Introduces the principles of quality management along with the application of statistical process control procedures in a manufacturing environment.

#### LEGAL EDUCATION

LEX 101 INTRODUCTION TO PARALEGALISM

3 0 0 3

### Prerequisites:

The purpose of this course is to introduce the student to the profession of paralegalism by studying the outline of the curriculum and the objectives of the course with special emphasis on professional ethics, legal vocabulary, professional licensing, certification and professional organizations. The course requires one hour per week be spent observing court.

LEX 102 LEGAL WRITING

3 0 0 3

Prerequisites:

Corequisites: LEX 103

Instruction in the techniques necessary for the drafting of each type of legal document of advocacy, including the Office Of Memorandum of Law, the Trial Brief, and the Appellate Brief.

LEX 103 LEGAL RESEARCH I

1 2 0

Prerequisites:

Methods of legal research; proper citation of authority; acquaintance with legal treaties, texts, and reports; Shepardizing cases.

LEX 115 CRIMINAL LAW

3 0 0 3

Prerequisites: CJC 125

The study of the Criminal Common Law and its application to current N.C. Statutory Law. Emphasis will be placed on the understanding of the necessity to obtain and reflect the basic elements of crimes against the person and offenses against property.

2

			Class	Lab		Credit Hours
LEX	125	JUVENILE LAW	3	0	0	3

### Prerequisites:

This is a course in juvenile law with emphasis on the applicability of the law as it applies to the arrest, confinement and rehabilitation of the juvenile along with responsibilities and constraints of the authorities and the State of North Carolina in applying the law on every level while dealing with the juvenile in North Carolina.

LEX 203	LEGAL RESEARCH II	3	0	U	3
Prerequisites	: LEX 103				
Continuation	of LEX 103 LEGAL RESEARCH I.				
LEX 205	BUSINESS ORGANIZATION	3	0	0	3

## Prerequisites: BUS 167

This course introduces the student to legal considerations relevant to the creation, organization, operation, and termination of the proprietary, partnership, and corporate forms of business enterprise; coverage of management's powers, duties and liabilities under each respective organization.

unuei	each i	espective organization.					
LEX	209	INVESTIGATION	4	0	0	4	

Prerequisites: Admission and permission of instructor/coordinator

This course introduces the student to the fundamentals of investigation as they apply to formal/official criminal investigation presented by law enforcement in the criminal justice area, as well as non-criminal regulatory investigation in public settings, and those investigative processes involving civil litigation in personal injury/loss cases and how all of these investigative processes often inter-relate. The student will be introduced to the methods and techniques, sources and assets for obtaining information, requirements for proof substantiation and case preparation and presentation in these various investigative processes.

LEX	210	REAL PROPERTY & TITLE				
		ABSTRACTING I	2	2	0	3

# Prerequisites:

Examination of the applicable statutory and common law principles including the form and adequate execution of documents; the functions of judgments and estates in the determination of whether a title to real estate is marketable; the study and function of various documents, indices and files on public records in various county offices. Forms of abstracting title information from public records and summaries thereof included. Various typical problems and errors which may render a title unmarketable included.

			Class	Lab	Clin/ Shop	Credit Hours
LEX	211	REAL PROPERTY & TITLE ABSTRACTING II	2	2	0	3
Prerec	quisites	:: LEX 210				
Contin	nuation	of LEX 210.				
LEX	212	REAL ESTATE TRANSACTIONS	2	2	0	3

Prerequisites: LEX 211

Includes the study of the preparation of simple contracts for sale of real estate, ordering title search, examining title searches and preparing simple titles, ordering title insurance, preparation of settlement sheet and holding closing informing purchasers of needed documents and funds, disbursement of fund and recording documents, and preparation of certificate of title for lawyer's signature. Also covers the drafting of mortgages documents, and deeds of trust, the closing procedures of these land financing transactions, and foreclosure upon default.

LEX 215 ADMINISTRATIVE & GOVERNMENTAL LAW 4 0 0 4

Prerequisites: BUS 167

This course involves a study of the scope and authority of administrative agencies of the Federal and State governments and will cover the role of the paralegal in working for such agencies. Since paralegals may practice before certain administrative agencies and work without attorney supervision in some cases, special emphasis will be placed upon the procedure and preparation for such practice, including beyond the agencies.

LEX 218 BANKRUPTCY & COLLECTIONS 4 0 0 4

Prerequisites: ACC 151

A study of the current laws and procedures governing bankruptcy (voluntary and involuntary) with attention to creditor's rights and to trustee's duties and powers. Chapters VII and XII, bankruptcies will be discussed and all appropriate forms completed. A study of North Carolina Pre and Post Judgement procedures and supplemental proceedings to collect debts.

LEX 220 FAMILY LAW 3 0 0 3

Prerequisites:

Study of the rights and obligations of the marriage contract; divorce; annulment; separation by court order and by consent; defenses to divorce; child custody; adoption, name change, and bastardy proceedings; alimony, child support, Aid to Dependent Children, and welfare; and North Carolina Juvenile Law.

LEX 224 TORTS 3 0 0 3

Prerequisites:

Study of the principles behind personal injury settlements and litigation with an emphasis on North Carolina law.

LEX 232 ESTATE ADMINISTRATION

4 2 0 5

Prerequisites:

In this course, the student will be instructed in the drawing of a will, making arrangements with the probate office for a probate of will, or issuance of Letters of Administration, ninety day inventory, marshalling of assets, payment of debts of Estate, preparation of interim and final accounting, administration of small estates, distribution of assets to heirs, filing and preparation of Federal and State Inheritance Tax Returns.

LEX 240 CIVIL LITIGATION I

5 0 0 5

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Prerequisites: LEX 224

This course is a study of the state and federal rules of civil procedure governing actions in state and federal courts in civil cases.

LEX 241 CIVIL LITIGATION II

0 0 3

Prerequisites: LEX 240

This course is a study of the objectives of civil litigation, the paralegal role in handling civil cases. Students will receive instruction on the drafting and use of pleadings and documents used in civil litigation.

LEX 249 PARALEGAL INTERNSHIP/SEMINAR

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Prerequisites: All paralegal curriculum courses except those required during the final quarter along with internship

Students work in law firms, in public defenders' offices and/or similar settings ten hours per week on the job, without pay, and under close supervision of an attorney. Each student keeps a log of his/her daily activities. The supervising instructor confers periodically with the supervising attorney, office staff, and the paralegal student. The student is required to attend a two-hour classroom seminar in which he/she shares the tasks performed during the previous week's internship with fellow students in order to pool common learning experiences which will enhance the student's overall learning experience. Areas of deficiency will be reviewed. Students will be required to turn in an evaluation of their internship experience and of the paralegal program at Pitt Community College.

	Class	Lab	Clin/ Shop	Credit Hours
LIBRARY SCIENCE				
LIB 151 LIBRARY RESEARCH SKILLS	2	0	0	2
Prerequisites: RED 094 Corequisites: ENG 151				
Library and its resources, usually taken concurrently	with EN	G 151.		
MASONRY				
MAS 1101 BRICKLAYING I	5	0	15	10
Prerequisites:				
Covers the history of the bricklaying industry, and clar foundations, laying bricks in a line, bonding, and tools provides training in the basic manipulative skills.				
MAS 1102 BRICKLAYING II	5	0	15	10
Prerequisites: MAS 1101				
Designed to give students practice in selecting the prestruction of various building elements such as found and cavity walls. Proper use of bonds, expansion strips, stressed.	ations, w	alls, cl	himneys	s, arches,
MAS 1103 BRICKLAYING III	5	0	15	10
Prerequisites:				
Layout and erection of reinforced grouted brick mason panels, decorative stone, granite, marble, adhesive terconstruction theory and techniques.	ry lintel ra cotta,	s, firepl and m	laces, gl iodular	azed tile, masonry
MAS 1104 BRICKLAYING IV	4	0	15	9
Prerequisites: MAS 1103				
Continued application of techniques acquired in MAS refining the skills of a mason.	1103 wi	th emp	hasis or	n further
MAS 1113 MASONRY ESTIMATING I	0	0	3	1
Prerequisites: MAS 1103				

Figuring the quantities of materials needed and costs of building various components and structures. Practical course in quality "take off" from prints of the more common types of jobs for bricklayers and masons.

MAS 1114 MASONRY ESTIMATING II

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Prerequisites: MAS 1113

Continuation of MAS 1113 with some emphasis being given to quantity "take off" from prints of the more complicated kind.

#### **MATHEMATICS**

MAT 090 DEVELOPMENTAL MATHEMATICS 5 0

Prerequisites: Appropriate Numerical Skills test score

Course designed for students whose background in mathematics is limited. Does not carry credit toward an associate degree.

MAT 100R COMPUTATIONAL SKILLS

0 0 5

Prerequisites: MAT 090 or appropriate score on Numerical Skills test

Fractions, decimals, and percents.

MAT 100 FUNDAMENTALS OF MATHEMATICS

5 0 0 5

Prerequisites: MAT 100R or appropriate score on Numerical Skills test

Applications involving fractions, decimals, percents, ratios and proportions, and an introduction to algebra. Calculators are used.

MAT 101 ALGEBRA I

0 0 5

Prerequisites: MAT 100 or appropriate score on Elementary Algebra Skills

Basic algebraic operations, linear equations, factoring, algebraic fractions, graphing, systems of linear equations, exponents, and radicals.

MAT 102 TRIGONOMETRY

5 0 0 5

Prerequisites: MAT 101

The trigonometric functions, right and oblique triangles, radian measure, graphs of trigonometric functions, trigonometric identities, trigonometric equations, and inverse trigonometric functions.

	Class	Lab	Clin/ Shop	Credit Hours
MAT 103 ALGEBRA II	4	0	0	4
Prerequisites: MAT 101 or appropriate score o	n Elementary A	lgebra	Skills	
Exponentials, roots, quadratic equations, inequations and functions, second degree relations a logarithmic functions.	ualities of one vandfunctions, sy	ariable stems (	e, first d of equat	egree re- ions, and
MAT 104 CALCULUS I	3	0	0	3
Prerequisites: MAT 102 and MAT 103	,			
The derivative with applications and integration	n with applicat	ions.		
MAT 114 MEDICAL DOSAGE CALCULA	TIONS 2	0	0	2
Prerequisites: MAT 100				
Develops the skills necessary to correctly compapothecary, and household systems of measure		dosage	es in th	e metric,
MAT 145 INTERMEDIATE ALGEBRA	4	0	0	4
Prerequisites: MAT 101 or appropriate score or	n Elementary A	lgebra	Skills to	est
Basic algebraic operations, linear equations and tions, graphing, systems of linear equations, explems.				
MAT 151 COLLEGE ALGEBRA	5	0	0	5
Prerequisites: MAT 103 or MAT 145 or appropr	iate score on Ele	ementa	ry Algel	ora Skills
Course covers algebraic operations, exponents equations, absolute value, inequalities, graphing tems of inequalities, polynomial functions, and	g, variations, sys	stems o	f equati	
MAT 166 APPLIED MATHEMATICS	5	0	0	5
Prerequisites: MAT 103 or MAT 145 or appropriest	iate score on Ele	ementa	ry Algeb	ora Skills
To provide students the skills needed to underst lems, and to properly translate the English for model. The student then should be able to prov of the solution using proper and complete Engl	m of the probler ide a clear and o	ns into	a math	ematical

STATISTICAL ANALYSIS

Prerequisites: MAT 151 or MAT 166

MAT 180

279

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	Class	Lab	Clin/ Shop	Credit Hours
Sampling of probability distributions, measures of cen hypothesis testing, Chi-square, and regression.	tral te	ndency	and di	spersion,
MAT 201 CALCULUS II	3	0	0	3
Prerequisites: MAT 102, 104				
Continues MAT 104. Covers more advanced concepts of d Introduces solutions of differential equations.	ifferer	ntiation	and int	egration.
MAT 251 BASIC CONCEPTS OF MATH I	5	0	0	5
Prerequisites: MAT 145 or appropriate score on Elemen	tary A	lgebra	Skills t	est
The system of real numbers and subsystems and their viewpoint. Statistics and number theory are alsointrodu		rties fr	om an	algebraic
MAT 252 BASIC CONCEPTS OF MATH II	3	0	0	3
Prerequisites: MAT 251				
Basic definitions and properties of plane and solid geomand transformations of plane figures, volumes of solid ficoordinate geometry.	etric f gures,	igures, the me	perime etric sys	ter, area, stem, and
MAT 1103 BASIC GEOMETRY & TRIGONOMETRY	5	0	0	5
Prerequisites: MAT 100				
Basic definitions and properties of plane and solid geoffigures, volumes of solids, trigonometric functions of an triangles.	metric y angl	figures e, and	s, areas solution	of plane of right
MAT 1111 BUILDING TRADES MATH: MASONRY	3	0	0	3
Prerequisites:				
Practical problems dealing with whole numbers, fract square roots as it relates to masonry materials.	ions, d	decimal	s, perce	ents, and
MAT 1112 BUILDING TRADES MATHEMATICS	3	0	0	3
Prerequisites: MAT 100				
Practical problems dealing with volumes, weights, ratios	s, and	mensui	ration.	
MAT 1113 BUILDING TRADES MATH: MASONRY	3	0	0	3
Prerequisites: MAT 1111				

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Practical problems dealing with linear, square, and volume mensuration as related to masonry.

MAT 1123 MACHINIST MATHEMATICS

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Prerequisites: MAT 1103

Introduces gear ratio, lead screw, and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems. Concludes with an introduction to compound angle problems.

#### MECHANICS

MEC 101 MACHINE PROCESSES

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Prerequisites:

Introductory course designed to acquaint students with basic hand tools, safety procedures, and machine processes of modern industry. Includes a study of measuring instruments, characteristics of metals, and cutting tools. Students become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

MEC 102 MACHINE PROCESSES

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Prerequisites: MEC 101

Advanced operations on lathe, drilling, boring, and reaming machines. Milling machine theory and practice. Study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.

MEC 103 BASIC SHOP PRACTICES

3 0

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Prerequisites: None

Acquaints students with basic hand tools, layout procedures, and shop safety. Students study measuring instruments, cutting tools, and characteristis of metals. Experiences in the set up and operation of drill presses, power saws and grinders.

MEC 104 APPLIED MECHANICS

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Prerequisites: MAT 103; PHY 104

This course covers the concepts and principles of statics, parallel, concurrent and noncurrent force systems in coplanar and noncoplanar situations, concepts of centroids and center of gravity, and moments of inertia.

	Class	Lab	Clin/ Shop	Credit Hours
MEC 105 MECHANISMS	1	0	3	2
Prerequisites:				
Practical study in the purpose and use of various dr gear trains, couplings, brakes, clutches, speed reduce	ives and rs, belts,	compoi pulleys	nents; t	o include otors.
MEC 106 LUBRICATION, BEARINGS, SEALS	1	0	3	2
Prerequisites: None				

Familiarizes students with various types and grades of lubricants, types of lubricating equipment, and methods of applying lubricants. Students will become familiar with various types of packings, seals, and bearings. Practice in removal, replacement, and lubrication of devices will be emphasized.

		devices will be emphasized.		, , , , ,	opiacem	0110, 411	
MEC	111	FABRICATION AND ASSEMBLY	2	0	3	3	

Prerequisites: None

Introduces students to basic fabrication and assembly techniques, using field sketching, layout and operation of various sheet-metal shaping equipment. Proper use of mechanical fasteners is stressed.

		eners is stressed.	8 - 4		- p		
MEC	112	MACHINE SHOP PROCESSES	1	0	3	2	

# Prerequisites:

Acquaints students with the procedures of layout work and the correct use of hand and machine tools. Experiences in the fundamentals of drill press and lathe operations, hand grinding of drill bits and lathe tools, and setup work applied to the trade.

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MEC	114	SHOP PRACTICE		1	0	6	3

Prerequisites: MEC 102

Designed to acquaint students with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy emphasized. Slip and press fits produced to include bearing assembly. Miscellaneous hydraulic, pneumatic, and lubrication devices studied. Machine location, leveling, and fastening discussed. Integration of machining and fabrication developed by related shop projects. Implementation and operation of preventive maintenance systems studied.

MEC	131	MECHANICAL INSTALLATION I	1	0	6	3
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Prerequisites: MEC 103

A study of the basics of machinery installation; to include site preparation, vibration control devices, and grouting. Bed plates will be introduced. Practical exercises in setting, leveling, and aligning of non-precision equipment, such as belt drives, conveyors, presses, and hoists.

		Class	Lab		Credit Hours
MEC 132	MECHANICAL INSTALLATION II	1	0	6	3
Prerequisites	e: MEC 131				

Continuation of MEC 131. Further study and practices in setting, leveling, and aligning of precision machinery. Optical and electronic levels are introduced, as well as dial indicators for precision alignment of shafts and couplings.

MEC 133 MECHANICAL INSTALLATION III 1 0 6 3

Prerequisites: MEC 132

Continuation of MEC 132. Further study and practice in setting, leveling, and aligning of large, heavy, or complex machinery. More complex layout, rigging, and start up procedures are implemented.

MEC 201 MANUFACTURING PROCESSES I 2 2 0 3

Prerequisites: MEC 102

The newer concepts of work handling, automatic machining processes, chipless production, new techniques in metal forming, analysis of high energy forming ultrasonic machining, electrolytic metal removal, chemical milling, numerical control systems, and production methods in manufacturing are covered.

MEC 202 MANUFACTURING PROCESSES II 2 2 0 3

Prerequisites: MEC 201

The newer concepts of work handling and automatic machining processes are emphasized. Concentrated study of production methods in manufacturing is included.

MEC 205 STRENGTH OF MATERIALS 3 2 0 4

Prerequisites: MEC 104

This course includes a study of principles and analyses of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying, and dynamic. An analysis of these stresses is made as applied to riveted and welded joints, beams, columns, and other components.

MEC 209 MATERIALS AND FASTENERS 2 0 3 3

Prerequisites: None

An introduction to the metallic and non-metallic materials used in industrial construction and the various fasteners used for attaching, anchoring, and installing. Thread specifications and grade markings for threaded fasteners will be covered, as well as the non-threaded and special fasteners used in construction. Attention will also be given to a variety of adhesives and tapes.

			Class	Lab		Credit Hours
MEC	210	PHYSICAL METALLURGY	3	0	3	4

### Prerequisites:

This introductory course in metallurgy includes a basic study of the properties of metals and alloys, analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions; and solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.

RIGGING & MATERIAL HANDLING MEC 222 3 3

### Prerequisites:

Transporting, conveying, transferring, self-loading, and bulk-handling equipment are introduced. Use of wire rope, slings, chains, scaffolds, and ladders are investigated. Proper storage of materials is covered.

MEC 223 ADVANCED RIGGING 1 0 3 2

Prerequisites: MEC 222

Continuation of MEC 222. Advanced operations in the lifting and moving of parts or machinery, particularly those that are heavy, bulky, or hard to balance. Additional hardware and techniques are introduced. Safety and equipment protection is to be stressed.

MEC 237 CONTROL SYSTEMS 3 2 0 4

Prerequisites: PHY 104

This course covers the basic principles of electrical, electronic, and pneumatic control systems as related to industrial applications; the basic design and functions of circuits, motors, transducers, and servomechanisms; and a review of the National Electrical Code.

MEC 270 INTRODUCTION TO CNC MACHINING

Prerequisites: MEC 102, or permission of instructor

An introduction to the set-up, operation, and programming of Numerical Control and Computer Numerical Control machine tools. Concepts, capabilities, and applications of CNC machining are to be explored. Equipment descriptions, operator controls, data input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set-up and operation of CNC machines. Operator safety and machine protection will be stressed.

MEC 272 PROGRAMMING OF CNC EQUIPMENT

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Prerequisites: MEC 270

Class Lab Shop Hours

An introduction to the programming of CNC equipment. Looping, macro sub-routines, drill cycle, spot facing cycle, deep hole drilling cycle, boring cycle, multihole row drilling cycle, inch dimension system, metric dimension system, facing cycle, pocket milling cycle, internal hole milling cycle, and cutter diameter compensation will be areas of study. Safety and machine protections will be stressed at all times.

MEC 1101 MACHINE SHOP THEORY & PRACTICE

3 0 12 7

Prerequisites:

Introduction to the machinist trade and the potential it holds for craftsman. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures of lathe, drill press, grinding (off-hand), and milling machines introduced both in theory and practice.

MEC 1102 MACHINE SHOP THEORY & PRACTICE

0 12 7

Prerequisites: MEC 1101

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine, and shaper. Students introduced to the basic operations on the cylindrical grinder. Projects selected encompassing all the operations, tools, and procedures used thus far and those to be stressed throughout the course.

MEC 1103 MACHINE SHOP THEORY & PRACTICE

0 12 '

Prerequisites: MEC 1102

Advanced work on the engine lathe, turning, boring and threading machines, grinder, milling machines, and shapers. Introduction to basic indexing and terminology, with additional processes on calculating, cutting, and measuring of spur, helical, and worm gears and wheels. Trainees use precision tools and measuring instruments such as vernier height gauges, protractors, and comparators. Basic exercises given on the turret lathe and on the tool and cutter grinder.

MEC 1104 MACHINE SHOP THEORY & PRACTICE

3 0 12 7

Prerequisites: MEC 1103

Development of class projects using previously learned procedures in planning, blue-print reading, machine operations, and final assembly inspection. Additional process on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, and advanced milling machine operations. Special procedures and operations, processes, and equipment; observing safety procedures faithfully; and establishing good work habits and attitudes acceptable to the industry are included.

			Class	Lab		Credit Hours
MEC	1107	JIGS AND FIXTURES	2	0	6	4

Prerequisites: MEC 1103

Develops understanding of principles and uses of jigs and fixtures. Instructions in designing and drawing simple jigs and fixtures, as well as practice in their manufacture for use on course projects. Development of confidence and pride in producing high quality parts with the use of jigs and fixtures.

6 MEC 1109 TOOL AND CUTTER GRINDING 2 0 4

Prerequisites: MEC 1104

This course is designed to familiarize the student with various tool grinding machines and the procedure for grinding cutting tools used in the metalworking trades. Grinding wheel selection, stock removal, clearance angles and feeds and speeds will be studied.

MEC 1112 MACHINE SHOP PROCESSES 1 3 2

## Prerequisites:

Acquaints students with the procedures of layout work and the correct use of hand and machine tools. Experiences in the fundamentals of drill press and lathe operations, hand grinding of drill bits and lathe tools, and setup work applied to the trade are included.

MEC 1115 METALLURGY: FERROUS METALS 2 0 3 3

# Prerequisites:

Investigates the properties of ferrous metals and tests to determine their uses. Instruction includes some chemical metallurgy to provide background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, steel, classification of steels, and cast iron are the topics for study.

MEC 1116 METALLURGY: NON-FERROUS **METALS** 2 0

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Prerequisites: MEC 1115

Continuation of the study of physical metallurgy. Study of the non-ferrous metals including: bearing metals (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys. Power metallurgy, titanium, zirconium, indium, and vanadium are also included.

MEC 1123 ADVANCED MACHINE SET UP AND

Prerequisites: MEC 1104

**OPERATIONS** 

An advanced level shop course for students who are able to plan machining procedures and set ups and operate machines to a high degree of accuracy. Precision grinding and machining irregular shapes using a variety of materials and tooling will be emphasized. In-depth measuring and gauging of mating parts are included.

MEC 1136 COMPUTER AIDED MACHINING

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Prerequisites: MEC 1170

A study of computer aided machining using off-line computers and CAM software to prepare a drawing of simple parts and generate the numerical controls codes necessary to machine parts on a CNC vertical milling machine or lathe. Students will prepare job plans, make a tooling file, describe the part and generate CNC codes. These code files will be transferred to the appropriate machine tool where the part will be made.

MEC 1137 COMPUTER AIDED MACHINING II

Prerequisites: MEC 1136

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A continuation of MEC 1136 which will prepare the student to create CNC code for more advanced geometry. This course will also include transferring part geometry from a CAD drawing and generating CNC code from which machined parts will be made.

MEC 1147 SYSTEM OF MEASUREMENTS & MEASURING TOOLS

0 0

Prerequisites:

Study of measurement and the various systems. How to use and read the various rules, scales, calipers, micrometers, and other precision measuring tools used in mechanical work. Included is the reading of the basic electrical meters used in testing.

MEC 1165 MACHINE SHOP THEORY & PRACTICE I

0 6 4

Prerequisites:

An introduction to the machinist trade and the potential it holds for craftsmen. It deals primarily with the identification, care and use of basin hand tools and precision measuring instruments. Elementary layout procedures, lathe, drill press, grinding (off-hand) introduced both in theory and practice. MEC 1165 and 1166 are equivalent to MEC 1101.

MEC 1166 MACHINE SHOP THEORY & PRACTICE II

1 0 6

Prerequisites: MEC 1165

Continuation of MEC 1165. Additional progress in lathe theory and practice. Introduction to milling machine. MEC 1165 and 1166 are equivalent to MEC 1101.

			Class	Lab		Credit Hours
MEC	1170	INTRODUCTION TO CNC MACHINING	1	2	0	2

Prerequisites: MEC 1102, or permission of instructor

An introduction to the set-up, operation, and programming of Numerical Control and Computer Numerical Control machine tools. Concepts, capabilities, and applications of CNC Machining are to be explored. Equipment descriptions, operator controls, data input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set-up, and operation of CNC Machines. Operator safety and machine protection will be stressed.

MEC 1171 OPERATION OF COMPUTER
NUMERICAL CONTROL MACHINES 1 0 3 2

Prerequisites: MEC 1170

An introduction to the set-up and operation of computer assisted numerical control equipment. Description, operators controls and indicators, operation in set-up, data input, automatic operation, and tool holders will be areas of study. Safety and machine protection will be stressed at all times.

MEC 1172 PROGRAMMING CNC MILLING
MACHINES 2 2 0 3

Prerequisites: MEC 1170

An introduction to the programming of computer numerical control milling machines. Looping macro subroutines, drill cycle, spot facing cycle, deep hole drilling cycle, boring cycle, multihole row drilling cycle, inch dimension system, metric dimension system, facing cycle, pocket milling cycle, internal hole milling cycle and cutter diameter compensation will be areas of study. Safety and machine protection will be stressed at all times.

MEC 1173 ADVANCED PROGRAMMING FOR CNC MILLING MACHINES 2 2 0 3

Prerequisites: MEC 1172

A continuation of study in the programming of computer numerical control equipment. Circular interpolation, multiquadrant circular interpolation, polar coordinates, cutter path transformation, continuous path milling, CAM subroutines will be used in program study whenever feasible.

MEC 1182 PROGRAMMING CNC LATHES 2 2 0 3

Prerequisites: MEC 1170

An introduction to the programming of computer numerical control lathes. Subroutines, drill cycle, deep hole drill cycle, boring cycle, inch-metric system, facing and rough turning cycles, tapers, threading, tool nose radius, and tool offsets will be the areas of study. Safety and machine protection will be stressed at all times.

		Class	Lab	Clin/ Shop	Credit Hours
MEC 1183	ADVANCED PROGRAMMING CNC LATHES	2	2	0	3

Prerequisites: MEC 1182

A continuation into the programming of CNC controls. Advanced turning, boring, tapering, and threading procedures will be studied. Programmable zero, cutter compensation and L,P, and R parameters will be used. C1800 programming may be introduced. Blueprint programming along with the conversational control should be introduced. Advanced programs, including most of the above, will be written during this course.

MEC	1210	PRODUCTION PROCEDURES	3	0	3	4
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Prerequisites: MEC 1104

A study of product planning and control, scheduling and routing of operations. Principles and techniques of quality control and cost saving, sampling inspections and graphs and charts are emphasized. Both statistical and dimensional quality control are reviewed as well as the different processes utilized in the production of metal components parts.

MEC 1227 PRODUCTION TOOLING 2	2	0	3
MEC 1227 PRODUCTION TOOLING 2	2	0	3

Prerequisites: MEC 1104

Emphasis will be placed on tooling currently being used in the high production of metal parts. Tungsten, carbide and other cutting tool materials will be discussed. Additional topics to be studied will include coatings and special geometries, solid carbide tooling, indexable insert tools and their usage on CNC and other production machine tools.

## MEC 1270 CNC LATHE OPERATIONS 1 0 3 2

## Prerequisites:

An introduction to the set up and operation of the CNC turning centers. Concepts, capabilities and applications of turning centers will be explored. Equipment descriptions, operator controls, data input and manipulation, tooling and machine protections will be stressed. Students will study current equipment similarities and differences and will be encouraged to incorporate machines they may operate in their work place. Operator safety and equipment protection will be strongly emphasized.

## MEC 1271 CNC MILLING OPERATIONS 1 0 3 2

## Prerequisites:

An introduction to the set up and operation of CNC mills or machining centers. Concepts, capabilities and applications of machining centers will be explored. Equipment descriptions, operator controls, data entry and manipulation, tooling and machine protection will be stressed.

			Class	Lab		Credit Hours
MEC	1290	EDM MACHINING	2	0	6	4

## Prerequisites:

An introduction to basic EDM machine tool types, set up, operation and uses. The effect of voltage, amperage, capacitance and frequency will be explained. Electrode materials such as brass, copper tungsten, graphite and many other types will be discussed and used.

# MED 101 ORIENTATION TO HEALTH CAREERS 2 0 0 2

## Prerequisites:

Career exploration with emphasis on an introduction to the role of the medical assistant and interrelated roles of other health care professions including personal qualifications and job responsibilities. Explores health care agencies, history of health care, and future trends.

MED	102	MEDICAL OFFICE				
		ADMINISTRATION I	3	2	0	4

## Prerequisites:

Introduction to the office environment and procedures. Medical record keeping. Job descriptions for all office personnel. Maintenance and care of office property and inventory.

MED	103	MEDICAL OFFICE				
		ADMINISTRATION II	3	0	3	4

Prerequisites: MED 102

Continuation of MED 102 includes maintaining office records, scheduling appointments, billing, and collections procedures. Patient interviewing and data collection using concepts of human development. Preparation of the examination and treatment area. Identification of equipment and instruments.

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MED	104	MEDICAL OFFICE ADMINISTRATION III	4	2	0	5	

Prerequisites: MED 103

Patient preparation and physician assisting with the physical exam. Clinical and diagnostic procedures. Aseptic techniques including infection control and community health concepts.

		Class	Lab		Credit Hours
MED 111	LABORATORY PROCEDURES	2	0	3	3

Prerequisites: BIO 101 or permission of instructor

Accuracy and safety in the collection and processing of laboratory specimens. Performance of routine diagnostic tests with accuracy, speed, and confidentiality.

MED 201 MEDICAL OFFICE
ADMINISTRATION IV 3 2 0 4

Prerequisites: OSC 102 or equivalent; MED 104 or permission of instructor

Dealing with physical and psychological emergencies. Administration of first aid. Time management and public relations. Maintenance of office inventory and supplies. Preparation of payroll.

MED 202 MEDICAL OFFICE ADMINISTRATION V 3 2 0 4

Prerequisites: MED 104 or permission of instructor

Professional issues including malpractice, continuing education, professional organizations are covered. Instruction in patient education. Safe use of ionizing radiation equipment.

MED 203 CLINICAL EDUCATION 2 0 24 10

Prerequisites: All MED courses or permission of instructor

Opportunity to perform the role of the medical assistant in a physician's office or other health care setting. Evaluation of competency achievement is made.

MED 211 MEDICATION ADMINISTRATION 2 0 3 3

Prerequisites: MAT 114; MED 201

Identifies commonly used medications, the uses, side effects, reactions, and interactions. Prepares the student to administer medication when under the supervision of the physician.

## MENTAL HEALTH

MHT 201 MENTAL HEALTH CARE 3 0 4 5

Prerequisites: BIO 100

The Mental Health Care course prepares Human Services Technology graduates to provide personal care and perform basic nursing skills in agencies and/or institutions that work with client/patients requiring basic nursing skills. Emphasis is on the mental, social, and physical needs of the patients; patients rights; nutrition management;

elimination procedures; safe environment, restorative services; personal and special care procedures and activities; human body structure and function and related common diseases/disorders; communication and documentation; death and dying and roles of direct care provider (nursing assistant) and health team members. A skills/competency evaluation is required for determining student competency.

MHT 209 TREATMENT MODALITIES

2 0 5

Prerequisites: PSY 213, 280

Analysis and application of the major approaches to psychotherapy and counseling, involving theory, characteristics, and techniques.

MHT 213 DYNAMICS OF SUBSTANCE ABUSE

0 0 3

## Prerequisites:

Introduction to the problem of substance abuse (alcohol, drugs, narcotics) in society. Designed to equip criminal justice, social service, and other human service workers with increased knowledge concerning history and classification of drugs of abuse, social impact and physical and psychological results of their abuse, and the various facilities and treatment modalities being used.

MHT 225 CRISIS INTERVENTION

4 0 0 4

## Prerequisites:

Designed to introduce students to basic theories and principles of crisis intervention from a historical as well as practical orientation. Provides students with necessary skills in crisis intervention since practical application is correlated with theory. Allow students to prepare themselves emotionally and psychologically to handle emergency crisis situations.

## DISTRIBUTION & MARKETING

MKT 232 SALES DEVELOPMENT

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## Prerequisites:

Study of the fundamentals of retail, wholesale, and specialty selling as applied to the sales demonstration.

MKT 239 MARKETING

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## Prerequisites:

Survey of the marketing process with a detailed study of functions, policies, and institutions.

		Class	Lab	Clin/ Shop	Credit Hours
MKT 241	BUYING AND MERCHANDISING	3	0	0	3
Prerequisite	s: MKT 239				
of effective i	he organization for buying—what, when, a nventory and stock control. Topics includer's responsibilities, pricing, inventory con relationships.	de organia	zation	for buyi	ng, anal-
MKT 242	COMMERCIAL DISPLAY & DESIGN	2	2	0	3
Prerequisite	s: MKT 239				
	to basic layout and design and comme	rcial disp	lays. E	Emphasi	s will be
MKT 243	ADVERTISING	3	2	0	4
Prerequisite	s: MKT 239				
Study of adv	ertising appeal, product and market resea ness of mass communications.	rch, med	ia selec	ction, an	d testing
MKT 244	RETAILING	3	0	0	3
Prerequisite	s: MKT 239				
changes occi	l know the role of retailing in the economurring in the retail structure, function pration and managerial problems and be rent economic and social trends.	performe	d, prin	ciples g	overning
MKT 245	RETAILING PRACTICUM (INTERN)	0	20	0	2

Prerequisites:

Course consists of 20 hours on-the-job training in the area(s) of Marketing and Retailing at a local retail outlet. It is suggested that the practicum (internship) be done the remaining 2 quarters of the program so educational experience can correlate along with work experience. The practicum will be set up by the Marketing and Retailing Coordinator.

MKT 246 INTERNATIONAL MARKETING 5 0 0 5

Prerequisites: MKT 239

An introduction to the various institutions, functions, problems, issues, and processes/methods associated with multinational business. Includes an analysis of the global approach to our economic environment.

			Class	Lab		Credit Hours
MKT	249	LOGISTICS MANAGEMENT	3	0	0	3

Prerequisites: MKT 239

An introduction to the creation, design, and control of a physical distribution system. Includes customer services, order processing, information systems, a deregulated environment, transportation costs, materials management, financial control, and strategic planning.

#### MEDICAL LABORATORY

MLA 1100 CONCEPTS OF PHLEBOTOMY 4 12 10 0

#### Prerequisites:

Introduces the student to the role of the phlebotomist in various health care agencies including the technical and procedural aspects of phlebotomy. Presents the concepts of basic anatomy and physiology, medical terminology, effective communication, problem solving and decision making, infection control and safety, and quality assurance. Students develop the cognitive and psychomotor skills needed to accurately and safely perform venipuncture and capillary puncture on patients of all ages, collect and transport specimens, and document and report results.

#### MLA 1102 CLINICAL PHLEBOTOMY

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## Prerequisites:

Prepares the student to safely and effectively function in the role of phlebotomist in a health care setting. Students will participate in clinical learning experiences designed to develop competencies in venipuncture, capillary puncture, and microcollections. Request and report processing will be emphasized including computerized and manual methods

#### MAINTENANCE

MNT 205 MAINTENANCE MANAGEMENT 3 0 0

#### Prerequisites:

The course includes administration, decision making, setup, and inspection of various programs such as preventive maintenance, repair parts, inventory control, and organization and functions of maintenance. Various aspects of management, engineering,

resources analysis, and maintenance facilities are covered. MNT 298 MAINTENANCE PROBLEMS I

2

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Prerequisites:

		Clin/	Credit
Class	Lab	Shop	Hours

Broadens the experiences of students in the areas of mechanics. Problems involving various types of equipment given to demonstrate the check list method of maintenance and preventive maintenance. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances stressed for prestart inspection. Study in everyday manufacturing problems and solutions. Includes a major part of emphasis on live projects. Projects include selection by the student of the proper feeds, speeds, linkage, and controls of power transmissions, as well as bearings and gears, installation, and repair. Special emphasis on interpretation of catalog information and reference material.

MNT 299 MAINTENANCE PROBLEMS II 2 0 3 3

Prerequisites: MNT 298

Continuation and in-depth study of MNT 298.

MNT 1000 FARM MACHINERY REPAIR AND MAINTENANCE 2 2 0 3

#### Prerequisites:

Selection, care, and repair of large units of farm equipment and operating principles of self-propelled and tractor-drawn equipment studied in the classroom and in the field. Equipment such as balers, combines, corn pickers, cotton pickers, and peanut harvesters included in the study.

MNT 1117 MACHINE MAINTENANCE 2 0 3 3

Prerequisites: MEC 1102

This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, the proper use of lubricants and the removal and reinstallation of worn parts. Live projects and the use of service manuals will be included.

MNT 1133 ELECTRICAL & MECHANICAL MAINTENANCE 3 0 6 5

## Prerequisites:

Acquaints the student with the basic fundamentals of installation, maintenance, and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation including location leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for prestart inspection.

MNT 1134 ELECTRICAL & MECHANICAL MAINTENANCE 3 0 6 5

Prerequisites: MNT 1133

A study is made of those parts of the electrical code which affect the work of the industrial maintenance electrician. Practical experience is provided in wiring, installing, and connecting the various types of services for lighting, heating, and power installations. Training is provided in troubleshooting in the identification and testing of circuits and in making mechanical adjustments and related maintenance operations of various machines. The study of AC frequency drives and in depth PLCs is covered. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.

#### MEDICAL RECORDS

MRE 102 ORIENTATION TO MRT

0 0 4

#### Prerequisites:

Introduces the student to duties and educational requirements of the major allied health professions; explains the functions of the major departments of a hospital; matches the allied health professional to related hospital departments; traces the history of medicine, health care facilities, and medical records; describes the structure and history of the AHIMA; relates the characteristics of a professional; discusses new trends in health care delivery systems; identifies different health agencies and cites the purpose of each; describes the basic functions of a medical record department; specifies the various job opportunities of the medical record practitioner; and correlates job responsibilities in the medical record department.

MRE 110 MEDICAL RECORD CONTENT AND MAINTENANCE

2 0 5

Prerequisites: MRE 102

Covers various numbering and filing systems; retrieving and filing medical records; the importance, uses, and content of medical records and the forms contained within; the assembly and quantitative analysis of the medical record; the basic formats of medical records; methods of record storage, and the responsibilities of supervision in medical record departments.

MRE 115 MEDICAL RECORD STANDARDS AND REGULATIONS

0 0 3

Prerequisites: MRE 110

Identifies and describes the major accrediting and licensing agencies; the medical record standards set forth under Medicare, Medicaid, JCAHO, and other related organizations; and recognizes the basic standards for the various hospital departments with emphasis on the medical record regulations.

MRE 200 COMPUTERS IN HEALTH CARE

 $2 \quad 4 \quad 0 \quad 4$ 

Prerequisites: CAS 100; MRE 115, 210

Presents various software packages used in the processing, retention, and retrieval of medical information including those for chart tracking, chart location, encoding of diagnoses and procedures, statistical reporting, and preparation of management reports.

MRE 203 MEDICAL RECORD STATISTICS

 $2 \quad 4 \quad 0 \quad 4$ 

Prerequisites: MAT 101; MRE 115

Introduces methods of computing hospital statistics and preparation of reports; defines terms related to hospital statistics; discusses procedures for completing vital records on births, deaths, and reportable diseases; discusses the sources and use of health data, introduces functions of a Cancer Registry including the collecting and processing of data.

MRE 204 INTRO TO MEDICAL RECORD TRANSCRIPTION

1 4 0 3

Prerequisites: CAS 100; ENG 101; OSC 110, 220

Actual transcription exercises will enable the student to prepare operative/surgical reports, pathology reports, radiology reports, and typical physical examination reports with a goal of 100 percent accuracy while transcribing at a minimum speed of 30 words a minute. The student shall also be able to respond to questions of legal and ethical standards relating to medical transcription, learn to pronounce medical terms by association with dictated medical reports, learn to spell and capitalize commonly used eponyms and other medical terms, demonstrate a general understanding of generic and prescription drugs, drug forms, sources for identification, and classifications.

MRE 205 QUALITY ASSURANCE IN HEALTH CARE FACILITIES

2 0 3

2

Prerequisites: MRE 203, 212

Defines purpose and philosophy of quality assurance; addresses the impact of current health legislation on quality assurance; reviews the history and current status of quality assurance; describes the organization of the Peer Review Organization system; states the JCAHO and federal requirements for quality assurance; reviews quality assurance/assessment procedures; teaches data collection and display utilizing various types of formats; and introduces the basic medical record procedures related to patient review procedures.

MRE 206 LEGAL ASPECTS OF MEDICAL RECORDS

4 0 0 4

Prerequisites: MRE 115

Presents the jurisdiction of Federal and State courts; covers the development of legislative and case law as they relate to changes in social mores; introduces regulations and standards of non-governmental bodies which affect the medical record; describes the property rights and ownership of the medical record; addresses the medical record

as a legal document; covers contents, authorization, and releases of medical information; presents statutes and hospital policies which govern the uses of medical records and the information contained in them; deals with current legislation which affects the medical record practitioner.

MRE 210 BASIC ICD-9-CM CODING

2 4 0

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Prerequisites: BIO 108 or equivalent; OSC 220

Presents the evolution of ICD-9-CM; teaches symbols, abbreviations, conventions and principles used with the basic ability to code diagnoses and procedures.

MRE 211 INTERMEDIATE CODING

2 4 0 4

Prerequisites: MRE 210

Applies the ICD-9-CM coding principles; increases proficiency in coding of all diagnoses and procedures; presents CPT-4 coding; its evolution and uses; defines the characteristics of CPT-4 and teaches the application of CPT codes; develops proficiency in CPT coding.

MRE 212 ADVANCED CODING CONCEPTS

2 0

Prerequisites: MRE 211

Develops understanding of and proficiency in the techniques involved in establishing quality control standards for coding, discusses and applies methods of indexing and retrieving data in both manual and computer systems; promotes understanding of relationship of coding to claims billing and reimbursement methodologies; trains students in DRG reimbursement techniques; examines the relevancy of and teaches the use of other classification and nomenclature systems.

MRE 220 DIRECTED PRACTICE I

0 6

Prerequisites: Courses in accordance with master curriculum plan

The first in a series of three courses which provides supervised clinical learning experiences in local health care facilities. Students should be able to demonstrate competently the ability to communicate effectively with others; accept the personal responsibilities of promptness, personal neatness, and the development of interpersonal working relationships; understand the relationship of the Medical Record Department to other hospital departments and to apply the theory of medical record practice to medical record departmental procedures and practices.

MRE 221 DIRECTED PRACTICE II

0 0 12

Prerequisites: MRE 220

Upon completion of this course, students should be able to demonstrate competent performance of medical record functions in hospital medical record departments to

include compilation of statistical reports, coding for prospective payment systems; discuss work flow; prepare job descriptions and procedures; describe the various professional roles of the medical record technician within a hospital, and demonstrate professional conduct.

MRE 222 DIRECTED PRACTICE III

0 12

Prerequisites: MRE 221

Upon completion of this course, students should be able to demonstrate competent performance of all medical record functions including that of Quality Assurance and Utilization Review in various types of health care facilities such as mental health centers/hospitals, group practices, clinics, long-term care facilities and others as available.

MRE 223 MEDICAL RECORD SEMINAR

0 0 3

Prerequisites: Courses in accordance with master plan

Allows the student to integrate medical record department functions and responsibilities and to blend the supervisory and technical functions of medical record keeping for all types of health care facilities through processes such as role-playing, special projects, guest lectures, and organized lab exercises. Focus will be on applying the principles of supervision to areas of medical record functions, developing a focus to aid in the student's job search, developing an understanding of the diverse roles (both traditional and non-traditional) available to the medical record technician, and allowing the student to simulate actual medical record supervisory roles.

#### MUSIC

MUS- 151 MUSIC APPRECIATION

0 0

3

3

Prerequisites:

Introduces music: its elements, forms, and stylistic features. The music of major composers is studied, with emphasis on development of aural awareness.

#### NURSING

NUR 101 FUNDAMENTALS OF NURSING

6 0 9

Prerequisites:

Corequisites: NUR 110

Introduces the concepts of the health illness continuum throughout the life span and to the patient and patient's environment, to the beginning concepts and methods of interpersonal communication including loss, death, and the grieving process, and to the nurse's ethical, legal and historical responsibilities. Emphasis is placed on the

nursing process and principles and techniques required to meet the needs of patients, stressing body mechanics, asepsis and other supplementary nursing functions.

NUR 102 MEDICAL-SURGICAL NURSING I

8

C

12 12

Prerequisites: First quarter courses in accordance with curriculum master plan

Introduces medical-surgical nursing with continuing emphasis on the nursing process. Assists the student in planning and implementing nursing care for patients with medical-surgical diseases and disorders, utilizing knowledge of causes and classification, body reactions (both physical and emotional), developmental stages with emphasis on the adult and aging patient, and pre and post-operative care. Emphasis is placed on cancer, diseases of the blood, respiratory system, neurological system, endocrine, and gastrointestinal system as related to the patient. Includes pharmacologic concepts and nutritional aspects of disease process and diet therapy as related to the specific medical-surgical condition. There is a continuation from NUR 101 of interpersonal communication, legal, ethical, and sociological aspects of patient care and basic health teaching.

NUR 103 MEDICAL-SURGICAL NURSING II

8

12

12

Prerequisites: Second quarter courses in accordance with curriculum master plan

Continuation of NUR 102 with emphasis on nursing care of patient diseases and disorders of the eye and ear, cardiovascular system, urinary system, integumentary system, burns, reproductive system, and the musculo-skeletal system. Introduces first aid, emergency situations, and communicable diseases.

NUR 104 MATERNAL-CHILD NURSING I

7

12

11

Prerequisites: Second quarter courses in accordance with curriculum master plan

Introduces maternal child nursing with emphasis on the nursing process. Maternity component presents modern aspects of the normal child bearing process and neonatal period with a brief overview of the complications that affect these processes. Pediatric component reviews growth and development of each age group and relates each to hospitalization and common pediatric illnesses and conditions. Includes nutritional, emotional, pharmacological, legal, and ethical aspects of care specific to maternal child nursing. Integrates uncomplicated nurse-patient- family relationships and communication.

NUR 110 PHARMACOLOGY

2

0 2

Prerequisites: Corequisites: MAT 114

Presents sources, effects, pharmacodynamics, and usage of therapeutic agents. Covers prescription of medications and nursing implications. Prepares the student to calculate and administer medications. Identifies methods of using the nursing process in observing, evaluating, and documenting the effects of medications. Legalities and substance abuse are presented.

Clin/ Credit
Class Lab Shop Hours

NUR 121 HEALTH ASSESSMENT 2 0 0 2

Prerequisites:

Corequisites: NUR 103, 104, or permission of instructor

Includes assessment of health status of clients throughout the life span using as tools the health history and physical assessment. Health promotion and health teaching are emphasized. Skills are practiced in the corequisites courses.

NUR 131 NURSING SEMINAR 2 0 0 2

Prerequisites:

Explores issues and trends within the nursing profession, including social, legal, ethical, political, and professional responsibilities. Covers legal roles and responsibilities of RN and LPN, job opportunities for nurses, and nursing organizations. Includes information on the licensing examinations.

NUR 200 TRANSITION NURSING 4 2 12 9

Prerequisites: BIO 152; LPN Corequisites: NUR 121

Orients the LPN to the nursing program and the clinical facility. Course activities are directed toward strengthening identified weaknesses. Emphasizes utilization of the nursing process and effective communication skills in the delivery of nursing care to patients throughout the life span.

NUR 201 MATERNAL-CHILD NURSING II 6 0 15 11

Prerequisites: Fourth quarter courses in accordance with curriculum master plan

Continuation of NUR 104. Maternity component focuses on care of patients experiencing complications of the childbearing process, the premature, and sick newborn with emphasis on patient and family teaching and support. Pediatric component follows a systems approach to pediatric health problems and offers greater depth in assessment and interaction with families and in planning nursing care for children with more complex health problems. Includes aspects of nutrition, pharmacology, legal and ethical issues, and communication skills that specifically apply to maternal child care.

NUR 202 PSYCHIATRIC NURSING 5 0 6 7

Prerequisites: Sixth quarter courses in accordance with curriculum master plan

A conceptual and developmental approach to the nursing process in the biopsychosocial care of patients, both healthy and ill. Emphasis on cognizance and utilization of self as a tool in socio-psycho-therapeutic interventions, further development of verbal and non-verbal communication skills, formulation of therapeutic interpersonal skills, and legal-ethical issues facing the nurse in caring for the mentally ill patient. Also emphasizes knowledge and identification of personality and behavior deviation experienced by the mentally ill patient and the etiology, treatment, prevention and rehabilitation

5

of mental illness. Includes pharmacologic and nutritional aspects of care as related to the mentally ill patient.

NUR 203 MEDICAL-SURGICAL NURSING III 6 0 15 11

Prerequisites: Fourth quarter courses in accordance with curriculum master plan

Focuses on the care of adult patients with multi-system, complex health problems. Emphasis on assisting patients in meeting their total health care needs in relation to dysfunction of the respiratory, cardiac, neurological, and renal systems. Also emphasizes the use of advanced assessment and clinical skills, establishment and prioritization of health care needs, development of short and long term goals, and evaluation and revision of nursing care. Provides opportunities for development, implementation, and evaluation of teaching plans directed toward promotion and restoration of biopsychosocial health.

NUR 204 PATIENT CARE MANAGEMENT 4 0 6 6

Prerequisites: Sixth quarter courses in accordance with curriculum master plan

Continuation of the synthesis of nursing knowledge and implementation of advanced clinical skills for patients with complex nursing needs. Introduces concepts of group dynamics, conflict resolution. management, leadership styles, and management systems. Given a small group of patients, the opportunity is provided for the student to utilize the nursing process to gather patient information, establish priorities of care, make assignments, delegate, and evaluate care implemented by team members. Addresses problems encountered by nurses as they make the change from student to staff nurse and addresses current trends which affect the nursing profession.

NUR 3023 NURSING ASSISTANT I 2 2 6

Prerequisites: Required test scores on Reading Skills and Numberical Skills tests

Prepares graduates to provide care and perform basic nursing skills. Emphasis is on the process of aging; patient's rights; nutrition management; elimination procedures; safety; personal and special care procedures; human body structure and function and related common disease/disorders; communication and documentation; death and dying and roles of the nursing assistant and health team members. Upon completion of the course with minimum grade of "C", the graduate is eligible to apply for listing as a Nurse Aide I by the North Carolina Board of Nursing.

NUR 3024 NURSING ASSISTANT II 3 4 9 8

Prerequisites: Successful completion of NUR 3023 with a "C" average

Prepares graduates to perform more complex skills for patients or residents regardless of setting. Emphasis is on infection control including principles of sterile technique; advanced elimination procedures including catheterizations; intravenous site care, observation and removal; established trackeostomy care; observation and maintenance of oxygen therapy; enteral nutrition for existing infusions and interaction with members of the health care team. Upon completion of the course with minimum grade of

"C", the graduate is eligible to apply for listing as Nurse Aide II by the North Carolina Board of Nursing.

NUR 3025 HOME CARE

2 0 3

2

Prerequisites: Successful completion of NUR 3023 with a "C" average

Prepares graduates to provide basic health and personal care for all ages in the home. The course emphasizes growth and development throughout the life span; nutrition and meal preparation; medication management; safety; community resources, family dynamics and home management.

#### NUTRITION

NUT 151 BASIC NUTRITION

2 0

2

Prerequisites: BIO 101 or permission of department chairperson

The science of normal nutrition including the study of the nutrients and their function within the body and the physiological processes of digestion, absorption, and metabolism. Emphasizes sources and types of food necessary for the balanced diet. Includes social, cultural, and economic factors which influence dietary needs.

#### ORIENTATION

ORI - 100 NEW STUDENT SEMINAR

0 0

1

1

Prerequisites:

Acquaints the student with the physical, academic, and social environment at Pitt Community College. Covers student academic regulations, administrative procedures, study skills, student service facilities and personnel, student motivation and positive thinking, student social activities and the Student Government Association, and career decision making.

ORI 101 ORIENTATION AND STUDY SKILLS 1 0 0 1

Prerequisites: ORI 100

A follow-up on the study and test-taking skills that were introduced in ORI 100. More in-depth techniques will be discussed for test preparation and test strategies that are needed for success in college. Through application of these techniques, the student should have the necessary tools to be testwise.

			Class	Lab	Clin/ Shop	Credit Hours
OFFIC	E SC	IENCE EDUCATION				
osc :	101	PRINCIPLES OF BUSINESS ENGLISH	5	0	0	5
Prerequ	isites	Satisfactory placement test score or R (Medical Office Technology and Admin	ED 095 strative	(all stu Office '	dents) l Fechnol	ENG 101 ogy only)
ical Assi ing as a	sting pplied	ll Administrative Office Technology, Med students. Special emphasis is placed on g to office and business correspondence. on this course before enrolling in Machi	rammar, Student	puncti must e	lation, a arn a g	and spell- rade of E
OSC 1	102	BEGINNING KEYBOARDING	. 2	0	3	3
Prerequ	isites:					
Emphas acquisit	is on ion of	study of the keyboard, mechanics of the elementary keyboarding skills and deve	ne equip lopment	ment n of spee	ecessar d and a	y for the
OSC 1	103	INTERMEDIATE KEYBOARDING	2	0	3	3
Prerequ	isites:	OSC 102 or equivalent				
Develop niques a	ment is app	of speed and accuracy with further mast lied to tabulation, manuscript, correspon	ery of condence, a	rrect k	eyboard iness fo	ing tech- rms.
OSC 1	110	WORD PROCESSING	2	0	3	3
Prerequ	isites:	CAS 100				
ters. Th	ng sof	ssing software program developed for us irse is designed to give the student a b tware and the operation and application truction and hands-on experiences.	asic und	erstand	ling of t	the word
OSC 1	12	RECORDS MANAGEMENT	3	0	0	3

miniature letters, filing boxes, and guides. Students will also become familiar with modern filing equipment.

OSC 120 TERMINOLOGY & VOCABULARY: MEDICAL I 2 2 0 3

Prerequisites: BIO 100 Corequisites: BIO 107 (MRT only)

Introduction to the structure of medical words and terms. Emphasis is placed on prefixes, suffixes, root words, and combining forms. Study includes the body as a whole with terms related to the digestive, nervous, musculoskeletal, cardiovascular, and respiratory systems and the sense organs.

OSC 120D TERMINOLOGY & VOCABULARY: DENTAL

3 0 0 3

#### Prerequisites:

An introductory course in dental assisting and dental terminology. The student will learn many of the basic root words, prefixes, and suffixes upon which many dental terms are built. Also provides a basic introduction to many aspects of dentistry, including dental anatomy, oral pathology, radiography, chairside procedures, and dental specialties.

OSC 121 TERMINOLOGY & VOCABULARY: MEDICAL II

2 2 0 3

Prerequisites: OSC 120

Continuation of the study of medical terms with emphasis on words as they pertain to the urinary, reproductive, lymphatic and immune, integumentary, and endocrine systems. Related description terms will be studied in relation to diseases, operations, tumors and drugs.

OSC 201 INTRODUCTION TO TRANSCRIPTION

0 0 3

Prerequisites: OSC 110 (with a minimum grade of "B")

Corequisites: OSC 211

Integration of the necessary skills for transcribing mailable copy.

OSC 207 LAW OFFICE MANAGEMENT

0 0

Prerequisites: CAS 100

Study of basic management principles applied to a law office. This course introduces the student to law office software used to manage client and firm billings, funds, and office personnel.

OSC 210 ADVANCED WORD PROCESSING

0 3

2

Prerequisites: OSC 110

Designed to explore advanced applications using word processing software including advanced tables, graphics, math features, simple and advanced text tables, and advanced merging.

3

OSC 212	MACHINE TRANSCRIPTION II	5	0	0	5
Prerequisites	e: OSC 211 (minimum grade of "C")				
Continuation corresponder	n of OSC 211 with additional emphasis once.	on produc	cing ma	ailable l	business
OSC 213	MACHINE TRANSCRIPTION III	5	0	0	5
Prerequisites	s: OSC 212 (minimum grade of "C")				
Emphasis or producing m	n refinement of machine transcription skil ailable copy.	lls and de	velopin	ng profic	ciency in
OSC 215	MEDICAL LAW & ETHICS	3	0	0	3
Prerequisite	s: 2 quarters of curriculum work				
regard to in	e principles of office conduct, ethical responsion acquired, and obligations and r or transcriber. Laws governing medical	l responsi	bilities	of the	medical
OSC 216	OFFICE PROCEDURES	5	0	0	5
Prerequisite	s: BUS 206; OSC 112, OSC 211 (minimu:	m grade o	of "C")		
general office handling the filing; sched	acquaint students with the responsibilities be worker during the work day, including e mail; using effective telephone technique duling appointments; transcribing letters, d processing techniques; and setting prior	ghandling es; makin , memos,	of rece g trave and re	eptionis el arran eports u	t duties; gements; ising ad-
OSC 220	TERMINOLOGY & VOCABULARY: MEDICAL III	3	0	0	3
Prerequisite	es: OSC 121				
tems, abbre	on of the study of medical terms with add viations, plurals, etc. Students will visit a and a pathology laboratory.	itional en pharmace	nphasis eutical o	on var compan	rious sys- y, a med-
306					

Introductory course in the correct techniques of operating the dictating and transcribing units, plus fundamentals of transcription such as spelling, punctuation, grammar,

OSC 211 MACHINE TRANSCRIPTION I

Corequisites: OSC 201

Prerequisites: OSC 101 (minimum grade of "B"); OSC 110

letter placement, and the use of reference materials.

Credit

Hours

5

Clin/

Shop

0

Lab

0

Class

5

			Class	Lab		Credit Hours
OSC	230	MEDICAL TRANSCRIPTION I	4	2	0	5

Prerequisites: OSC 211 (minimum grade of "C"), OSC 220

An introductory course designed to build medical transcription skills for those who already have a basic understanding of anatomy and terminology, along with machine transcription and grammar skills. Students get extensive practice transcribing dictated materials in the correct format for the most commonly used medical reports.

OSC 231 MEDICAL TRANSCRIPTION II 4 2 0 5

Prerequisites: OSC 230

Advanced medical dictation, including some foreign accents, utilizing medical references, and independent work. Dictation also reviews the body systems and various medical reports used by physicians and hospitals.

OSC 248 MEDICAL INSURANCE 5 0 0 5

Prerequisites: OSC 121 or permission of instructor

Study and practical experience in filing insurance claims using either CPT, ICD-9-CM, or DRG Codes for medical offices. Offers up-to-date explanations of the provisions of the medical insurance coverages, including Medicare, Medicaid, CHAMPUS, BC/BS, worker's compensation, etc.

OSC 1100 HOSPITAL WARD SECRETARY: THEORY AND PRACTICE 12 0 12 16

Prerequisites:

Designed to prepare qualified students to perform a variety of clerical duties such as maintaining the patient's charts, requesting equipment and services for the patient, requesting supplies and equipment for the nursing unit, and completing all forms correctly. Emphasis placed on communication techniques including communication with the patient via the nurse-patient intercom, communication with the hospital staff, physicians, and visitors, as well as telephone communications. Clinical experiences provide opportunities for applying classroom learning in the hospital setting.

#### OCCUPATIONAL THERAPY

OTA 101 FUNDAMENTALS OF THE PROFESSION 3 0 0

Prerequisites:

Students are introduced to occupational therapy, the concept of the treatment team, and the roles of other professionals on the team. Emphasis is placed on the Certified Occupational Therapy Association, and

professional literature. Students begin to study the service delivery model, the areas of practice of occupational therapy and interpersonal skill development.

OTA 104 THERAPEUTIC USE OF CRAFTS REQUIRING TOOLS

3 2 0 4

Prerequisites: OTA 110

Designed to teach students basic skills in various media requiring tools for their completion. Activities will be discussed, analyzed, and practiced in terms of inherent therapeutic characteristics. Safety procedures will be emphasized. Students will participate in group teaching throughout the course.

OTA 106 PHYSICAL DISABILITIES

3 2 3 5

Prerequisites: BIO 108; OTA 108, 110

Course materials will present students with diagnosis of general medical, neurological, and orthopedic conditions commonly found in occupational therapy practice. Etiology, pathology, course of treatment, prognosis, and prevention will be discussed as they apply to the assistant level therapist. Lab sessions will afford students an opportunity to develop skills and simulate various disabling conditions. Problem solving to enable normal activity will be a part of didactic and lab sessions.

OTA 108 KINESIOLOGY

2 2 0 3

Prerequisites: BIO 107; OTA 101

A study of movement of the human body as it relates to activity, disability, and occupational therapy treatment. In laboratory sessions, students will become familiar with various methods of testing joint range of motion, muscle strength, and coordination.

OTA 110 PRACTICE AREAS OF THE PROFESSION

3 0 0 3

Prerequisites: OTA 101

Students will be exposed to various practice areas. Daily life tasks and activities including self care, work and play/leisure skills will be taught and analyzed. Concepts of activity analysis, adaptation, and role mastery will be emphasized.

OTA 204 THERAPEUTIC USE OF CONTEMPORARY MEDIA

3 2 0 4

Prerequisites: OTA 106, 110

Course material and laboratory sessions will include new technology affecting the management of occupational therapy service programs in conjunction with traditional occupational therapy skills.

			Class	Lab	Shop	Hours Hours
OTA	206	OCCUPATIONAL THERAPY SPLINTING	3	2	0	4

Prerequisites: OTA 106

Students will learn basic static splinting techniques for a variety of physical disabilities and therapeutic adaptation for problems ranging from sensory motor developmental delays to activities of daily living functional deficits. Laboratory sessions will direct and enable students to create adaptive devices using knowledge gained in previous courses. Therapeutic testing equipment will also be presented.

OTA 208 PEDIATRICS 3 0 0	3
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Prerequisites: OTA 106; PSY 120

Course will review normal and abnormal development with emphasis on occupational therapy intervention. The emphasis will be on the variety and types of pathologic or disabling conditions that make an impact on young children and the effect of these conditions on children's functional abilities and behavior. Evaluation techniques will be presented.

OTA 210 PEDIATRIC PROGRAMMING	3	2	3	5
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Prerequisites: OTA 108, 208

Students learn fundamentals of pediatric programming. Areas of study include prevention, early detection, remediation, treatment, restoration, referral and maintenance. Occupational therapy treatment planning and therapeutic techniques will be emphasized.

## OTA 212 PSYCHIATRIC PROGRAMMING 3 2 3 5

Prerequisites: PSY 155, 280

Students learn the role of occupational therapy in psychiatry. Class materials include the most common diagnostic categories with emphasis on therapeutic approach including behavioral observation, activity analysis, group function, frames of reference and treatment techniques.

## OTA 214 OCCUPATIONAL THERAPY IN THE COMMUNITY 3 0 3 4

Prerequisites: GRO 202; OTA 210, 212

The study and application of occupational therapy programs in various community settings (school systems, nursing homes, developmental day care programs, home health agencies, private practice). Course will include class lectures and in-community experiences and will be interfaced with OTA 215 — Facility Management.

1			•			
OTA	215	FACILITY MANAGEMENT	3	0	0	3

Prerequisites: OTA 101, 110

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2

Course is designed to teach the principles and application of maintenance and management of equipment and supplies as well as the skills essential to administrative functioning. Areas to be focused upon include cost analysis, budget, ordering materials and supplies, uniform cost reporting, justification of equipment vs. supplies, scheduling of patients, medicare, medicaid and medical insurance.

OTA 217 PLANNING & IMPLEMENTATION
OF THERAPEUTIC PROGRAMS 2 2 0 3

Prerequisites: GRO 202, OTA 206, 210, 212

Students will plan activities consistent with program goals for life tasks including self care, work, play, and leisure for individuals and groups. Materials and experience from previous OTA courses will be utilized. Course will focus on the use of self, interpersonal, and communication skills. It will emphasize the practical application of activity selection, activity analysis, observation of change, adaptation, documentation and termination criteria.

OTA 220 OCCUPATIONAL THERAPY LEVEL I FIELDWORK 0 0 21 7

Prerequisites: Satisfactory completion of all required course work

Under the supervision of a registered occupational therapist, the OTA student will be required to provide occupational therapy services in a clinical setting for a six week period. Emphasis will be upon the application of academically acquired knowledge as well as acquisition of additional experience and skills. The student will have the opportunity to develop methods and techniques that will lead to the performance level expected of an entry level OTA.

OTA 222 OCCUPATIONAL THERAPY LEVEL
II FIELDWORK 0 0 21

Prerequisites: Satisfactory completion of all required course work

A clinical experience similar to that of OTA 220 consisting of a six week rotation, under the supervision of a registered occupational therapist, in a facility providing the student with an in-depth experience in delivery of OT service to patients/clients.

#### PHYSICAL EDUCATION

PED 151 FOUNDATIONS IN PHYSICAL EDUCATION 2 0

Prerequisites:

Investigation of efficiency of human performance through study of variables related to total fitness, physical fitness, diet, weight control, degenerative diseases, physiological effects of exercise, and motor skills development. Oriented toward physical activity as

			Class	Lab	Clin/ Shop	Credit Hours
a way orient	of life ed socie	with emphasis upon the role that physica eties; includes participation in physical ac	d activity tivities.	shoul	ld play i	in leisure
PED	160	ADAPTED ACTIVITIES	0	2	0	1
Prerec	quisites	: Permission of instructor				
PED	161	ARCHERY	0 .	2	0	1
Prerec	quisites	:				
PED	164	BOWLING	0	2	0	1
Prerec	quisites	:				
PED	165	PHYSICAL CONDITIONING	0	2	0	1
Prerec	quisites	:				
PED	171	GOLF	0	2	0	1
Prerec	quisites	:				
PED	173	JUJITSU AND KARATE	0	2	0	1
Prerec	quisites	:				
PED	175	RECREATIONAL ACTIVITIES	0	2	0	1
Prerec	quisites	:				
PED	178	SWIMMING-ELEMENTARY	0	2	0	1
Prerec	quisites:					
PED	179	SWIMMING-INTERMEDIATE	0	2	0	1
Prerec	quisites:					
PED	180	TENNIS-ELEMENTARY	0	2	0	1
Prerec	quisites:					
PED	181	TENNIS-ADVANCED	0	2	0	1
Prerec	quisites:					
PED	182	TRACK AND FIELD	0	2	0	1
Prerec	quisites:					

			Class	Lab	Clin/ Shop	Credit Hours
PED	183	VOLLEYBALL	0	2	0	1
Prerec	quisites	:				
PED	196	AEROBIC EXERCISE	0	2	0	1

## Prerequisites:

A total fitness program designed to improve strength, endurance, flexibility, agility, and cardiovascular endurance. The course will also point out why people today have a particular need for aerobic exercise. It will explain the medical, physical, emotional and cosmetic benefits of this type of program. Instructor will make specific suggestions for exercise for special needs.

#### PIPEFITTING

PIPING AND VALVES PFT 101

3 0

## Prerequisites:

An introduction to the terminology, uses, types, and components of piping systems. Identification and applications of various valves and fittings will be covered. Both metallic and non-metallic piping materials will be discussed; and joining techniques will be learned through demonstration and practical exercises.

PFT 102 Piping Systems and Installation

Prerequisites: PFT 101

Continuation of PFT 101. Further study in pipe materials and joining techniques. Instruction and practices in cutting and threading pipe, installing pipe with various flanges/fittings, use of various hangers and supports, cutting and installing gaskets. Also included will be testing of pipe installation.

PFT Piping Components and Installations 6

Prerequisites: PFT 102

Continuation of PFT 102. Further work with piping systems, with emphasis on laying out and fabricating pipe components, fabricating and installing component sub-assemblies. Additional practice in installing valves, traps and strainers.

PFT 104 Piping Maintenance and Repairs 3 4

Prerequisites: PFT 103

Designed to train students in the maintenance and repair of piping system devices, such as valves, traps, strainers, heat exchangers, and boiler tubes. Familiarizes students with insulating materials, as well as proper removal procedures. Demonstration by instructor and practice by students on assigned projects.

	Class	Lab	Clin/ Shop	Credit Hours
PHILOSOPHY		***************************************		
PHI 151 INTRODUCTION TO PHILOSOPHY	5	0	0	5
Prerequisites: RED O94 or equivalent				
Introduction to the study of philosophy through the exproblems.	aminatio	n of ma	ajor phil	osophical
PHOTOGRAPHY				
PHO 114 PHOTOGRAPHY	1	2	0	2
Prerequisites:				
Introduction to the field of photographic equipment fundamental techniques of the camera. PHO 114 and	, and ma	nterials equival	. A student to I	dy of the PHO 116.
PHO 115 PHOTOGRAPHY	1	2	0	2
Prerequisites: PHO 114				
A study of the camera and its expressive possibilities and visual communications. Assigned camera proje equipment. PHO 114 and 115 are equivalent to PHO	cts, dark	on to tl croom	he field procedu	of design ires, and
PHO 116 PHOTOGRAPHY	2	4	0	4
Prerequisites:				
Introduction to the field of photography, photographic of the fundamental techniques of the cameral and its e to the field of design and visual communications. Assi procedures, and equipment. PHO 114 and 115 are equipment.	xpressive gned can	e possit nera pr	oilities 11 ojects, o	n relation
PHO 215 PHOTOGRAPHY	1	2	0	2
Prerequisites: PHO 116				
Advanced photographic techniques and materials. Par dio procedures illustrating the various applications a mercial photography. PHO 215 and 216 are equivalent	nd creati	ive pos	rkroom sibilitie	and stu- s of com-
PHO 216 PHOTOGRAPHY	1	2	0	2
Prerequisites: PHO 215				
A continuation of the work begun in PHO 215. Emplaniques and procedures. PHO 215 and 216 are equivalent	nasis rem ent to Pl	ains of	n advan 7.	ced tech-

		Class	Lab	Clin/ Shop	Credit Hours
PHO 217	PHOTOGRAPHY	2	4	0	4
Prerequisite	s: PHO 116				
tory procedu	notographic techniques and materials. Pares illustrating the various applications advertising. PHO 115 and 116 are equiv	and creat	ive pos	ssibilitie	nd labora- es of pho-
PHYSICS					
PHY 101	PHYSICS	4	2	0	5
Prerequisites Corequisites					
	d course covering several basic principles measurement, Newton's laws of motion				
PHY 102	PHYSICS	4	2	0	5
Prerequisite	s: MAT 102; PHY 101				
Continues P simple mach	HY 101. Typical topics include momentines, thermal properties of matter, and l	tum, elas heat and t	ticity, hermo	circular dynami	motion,
PHY 104	PHYSICS	3	2	0	4
Prerequisites	s: MAT 102; PHY 101				
cludes rotary	HY 102 with specific attention given to motion, simple harmonic motion, soun ad magnetism.	topics rel d, circuits	ated to	o electro selected	onics. In- topics in
PHY 111	APPLIED SCIENCE	3	2	0	4
Prerequisites	s: MAT 100				
dustry. 10pi	to a variety of physical principles, with cs will include properties of matter, for and temperature.	emphasis	s on ap	oplicatio ergy, sin	ns in in- nple ma-
D. T.					

Introduction to basic electricity, with emphasis on applications to automobiles and the shop environment.

3

2

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4

PRINCIPLES OF ELECTRICITY

PHY

113

Prerequisites: MAT 100

			Class	Lab	Clin/ Shop	Credit Hours
PHY	120	INTRODUCTION TO THE METRIC SYSTEM	3	0	0	3

#### Prerequisites:

Involves familiarization with metric units and usage, conversions to and from the British Engineering System of units, and basic algebraic solutions for the unknown as applied to problems involving units.

PHY 260 PHYSICS AND THE ENVIRONMENT I 3 2 0 4

Prerequisites: RED 094 or equivalent; MAT 101

A conceptual physics course that relate some of the basic principles of physics to their uses and consequences in our world and lives. Major topics include motion, properties of matter, heat, and sound. This is a science course designed primarily for nonscience majors, hence the use of mathematics is deemphasized, being used occasionally to avoid wordiness in communicating a concept. Laboratory experiences are designed to reinforce the concepts discussed in class.

PHY 261 PHYSICS AND THE ENVIRONMENT II 3 2 0 4

Prerequisites: PHY 260

A continuation of PHY 260 dealing with electricity and magnetism, light, atomic physics, and nuclear physics. Concepts are again emphasized, and mathematical computations used only occasionally.

PHY 262 SOLAR INFLUENCES AND APPLICATIONS 3 2 0 4

Prerequisites: PHY 260

A non-calculus introductory course to the basic physics of how the sun physically influences the earth, and how this solar energy can be converted to other useful forms of energy. Particular attention is given to residential applications.

PHY 1101 APPLIED SCIENCE 3 2 0 4

Prerequisites: MAT 100

Introduction to physical principles. Core topics include systems of measurement, properties of matter, solids and their characteristics, work, energy, power, and simple machines. Additional specialized topics for curricula are basic properties of liquids, gases, heating and refrigeration, and electricity.

PHY 1103 PRINCIPLES OF ELECTRICITY 3 2 0 4

Prerequisites: MAT 100

Study of electron theory, Ohm's Law, series and parallel circuits, AC and DC circuits, magnetism, and batteries as applied to the automobile ignition system.

			Class	Lab		Credit Hours
PHY	1107	GAS LAW REFRIGERATION	2	0	3	3

#### Prerequisites:

Terminology, laws of refrigeration, absolute pressure and absolute temperature, energy conversion units; specific heat; latent heat, and sensible heat; measurement of heat in quantity and intensity; tone of refrigeration, pressure temperature relationship; transfer of heat by conduction, convection, and radiation.

#### PLUMBING

PLU 1110 PLUMBING PIPEWORK 2 0 6 4

#### Prerequisites:

This course will introduce students to the tools, fittings, and small eqiupment used by plumbers. Most of the time will be spent in the shop where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking and sweating of the various kinds of pipe and tubing used in the trade.

## POWER MECHANICS, SMALL ENGINES AND MOTORCYCLE REPAIR

PME 1126 INDUSTRIAL GASOLINE ENGINES 1 0 3 2

## Prerequisites:

Covers four-cycle air-cooled engines, ignition, fueling, cooling, and lubrication systems. Maintenance and repair emphasized both in theory and practice.

#### POLITICAL SCIENCE

POL 102 NATIONAL GOVERNMENT 3 0 0 3

#### Prerequisites:

English and Colonial background, the Articles of Confederation, and the framing of the Federal Constitution. The nature of the Federal union, state rights, Federal power, political parties. The general organization and functioning of the national government.

POL 103 STATE AND LOCAL GOVERNMENT 3 0 0 3

#### Prerequisites:

A study of state and local government, state-federal interrelationships, and the functions and prerogatives of the branches. Problems of administration, legal procedures,

Clin/ Credit Class Lab Shop Hours law enforcement, police power, taxation, and revenues and appropriations. Special attention given to North Carolina. POL 251 INTRODUCTION TO U.S. GOVERNMENT 5 0 Prerequisites: Specified score on Reading Skills test or RED 094 American national government with emphasis on its origins, development, structure, and functions. POL 252 INTRODUCTION TO STATE AND LOCAL GOVERNMENT 5 0 5 Prerequisites: Specified score on Reading Skills test or RED 094 A study of the specific interworkings of state and local governments with emphasis on origins, development, structure, and functioning. **PSYCHOLOGY** PSY 102 GENERAL PSYCHOLOGY 3 0 0 3 Prerequisites: A general survey of psychology: the scientific method, learning development, psychopathology, social psychology, mental health, intelligence, and personality will be topics for discussion. Practical application of information to self and others will be stressed. ADOLESCENT PSYCHOLOGY PSY 103 Prerequisites: PSY 102 Study of nature and source of the problems of adolescents in western culture, including the physical, emotional, social, intellectual, and personality development of adolescents. 3 PSY 104 **HUMAN RELATIONS** Prerequisites: A study of methods of communication and the practitioners' understanding of themselves and others. The practitioner-patient relationship is stressed. Topics include therapeutic communication, death and dying, suicide, assertiveness training, and reduction of stress in one's own life.

APPLIED PSYCHOLOGY

PSY

106

Prerequisites:

3

0

3

0

Study of the psychological principles that help in understanding interpersonal relations in daily life. Attention given to personal and group dynamics so that students may apply the principles of mental hygiene to adjustment problems as students, workers, and members of the general community. Applications of psychological principles studied in relation to handling crisis situations dealing with stress, changing habits, and functioning in family life.

PSY 115 CHILD GROWTH & DEVELOPMENT I 3 0 0 3

## Prerequisites:

Study of prenatal, infant, and toddler developmental sequence. Emphasis is given to factors influencing development.

PSY 116 CHILD GROWTH & DEVELOPMENT II 3 0 0 3

## Prerequisites:

Study of preschool, middle childhood, and adolescent developmental sequence. Emphasis is given to factors influencing development.

PSY 120 HUMAN GROWTH & DEVELOPMENT 3 0 0 3

Prerequisites: PSY 155 or permission of department chairperson

Basic principles of physical, cognitive, and psychosocial development of the individual from conception to death—the human life span. Emphasis is also placed on the detection of abnormal developmental patterns from observations and on conveying this information to significant others.

PSY 151 GENERAL PSYCHOLOGY 4 0 0 4

## Prerequisites:

Survey of fundamental principles of human behavior. Includes personality, learning, development, motivation, intelligence, scientific method, psychopathology, and social psychology.

PSY 155 GENERAL PSYCHOLOGY 5 0 0 5

#### Prerequisites:

A survey of fundamental principles of human behavior. Topics will include introduction, research methods, biological foundations of behavior, learning, lifespan development, stress, memory, thinking, language, motivation, emotion, and social psychology.

PSY 160 PSYCHOLOGY OF MEMORY AND LEARNING 5 0 0 5

Prerequisites: PSY 155, or permission of instructor

			Clin/	Credit							
	Class	Lab	Shop	Hours							
A survey of the basic research and methods, beginning theory, and general principles of learning. This will include the topics of forgetting and memory storage and retrieval.											
PSY 213 APPLIED BEHAVIOR DISORDERS	2	0	0	2							
Prerequisites: PSY 155 Corequisites: PSY 280											
In this course, the student will learn how to apply a havior with an emphasis on the biological and environ coping mechanisms.											
PSY 221 LEARNING & BEHAVIOR	5	2	0	6							
Prerequisites: PSY 155											
Introduction to the basic learning principles and conquisition and maintenance of behavior. Emphasis plainforcement, punishment, extinction, shaping, facharting behavior. Self-modification conducted by each	aced on po ding, cha	sitive ining,	and neg	gative re-							
PSY 222 EXCEPTIONALITY	5	0	0	5							
Prerequisites: PSY 120, 155, or permission of instruc	ctor										
General concepts of intellectual, sensorial, motor, spe individuals.	ech, and s	ocial v	ariabilit	y among							
PSY 223 ADDICTIVE BEHAVIOR	3	0	0	3							
Prerequisites: Permission of instructor											
Survey of environmental and physical factors that digiven to the theories of cause and treatment.	ifferentiat	e the a	iddict. E	Imphasis							
PSY 224 REHABILITATION TECHNIQUES	3	0	0	3							

Prerequisites:

228

PSY

Prerequisites:

Provides instruction in mental hygiene, in the underlying causes of drug addiction and alcoholism, and in recognizing and dealing with abnormal individuals.

Explores the different avenues of rehabilitation. New and innovative techniques of

rehabilitation emphasized as they relate to successful methods.

DEVIANT BEHAVIOR

3

0 0

			Class	Lab	Shop	Hours
PSY	230	PSYCHOLOGY & PHYSIOLOGY OF AGING	3	0	0	3
Prereq	uisites:	PSY 102, or PSY 155, or permission of	instructe	or		
the no in the	mmal lif	e intended to develop awareness of the intended to develop awareness of the intended intended in the intended int	al, and s	ociai c	nanges	occurring
PSY	240	PSYCHOLOGY OF ADOLESCENCE	5	0	0	5
Prerec	quisites	:				
An inc	depth s social,	tudy of the American adolescent. This w emotional, intellectual, educational and	rill focus personal	on th	eir phys elopme	sical, cog- nt.
PSY	270	CHILD PSYCHOLOGY	5	0	0	5
Prerec	quisites	: PSY 155, or permission of instructor				
The st	tudy of ce with	the growth and development of children emphasis on the pre-pubescent child.	n from c	oncept	ion thro	ough ado-
PSY	280	ABNORMAL PSYCHOLOGY	3	0	0	3
Prere	quisites	: PSY 155				
The s	tudy of l in the	the behavior, assessment, treatment ap various classifications of of maladaptive	proaches behavior	s, and	casual f	actors in-
PSY	1101	HUMAN RELATIONS	3	0	0	3
Prere	quisites	3.				
		sic principles of human behavior. Proble ociety, group membership, and relationsh				
RAD	IOGRA	APHY				
RAD	101	RADIOLOGIC TECHNOLOGY I	4	2	0	5
Prere	quisite	S:				
darkr radia intro	room ch tion pro duction	to the field of radiography and speciali- temistry and film processing, the basic pri- ptection, elementary patient care procedu to medical terminology. Guest lecturers dalities.	nciples o	f radio lical et	graphic hics and	exposure, d law, and

Clin/ Credit

			Class	Lab		Credit Hours
RAD	102	RADIOLOGIC TECHNOLOGY II	4	0	0	4

Prerequisites: BIO 107; RAD 101

Continuation of radiographic procedures. Emphasis on lower extremities, pelvic girdle, and radiation protection. A study of principles and basic radiographic technique including multiple factors and film characteristics.

RAD 103 RADIOLOGIC TECHNOLOGY III 4 0 0 4

Prerequisites: BIO 108; RAD 102

Continuation of radiographic procedures. Emphasis on spine, ribs and skull. Mammography will also be included.

RAD 104 RADIOLOGIC TECHNOLOGY IV 4 2 0 5

Prerequisites: RAD 103

Continuation of radiographic procedures. Emphasis on fluoroscopic examinations of the digestive system, examination of the urinary system and pediatric procedures, and the implementation and maintenance of a quality assurance program.

RAD 111 RADIOGRAPHIC POSITIONING 4 2 0 5

## Prerequisites:

Education in a radiographic laboratory including practice in ethical and attitudinal situations during patient contact. Covers patient care and basic positioning for studies of upper extremities, shoulder girdle, and introduction to thoracic and abdominal viscera. Laboratory used for hands-on simulations, radiograph review, and basic contrast media preparation.

RAD 112 CLINICAL EDUCATION 1 2 12 6

Prerequisites: RAD 111

Competency based clinical education; students continue to improve basic skills in dark-room technique and patient positioning for routine studies taught under RAD 111. Regular sessions of film critique. The radiographic lab will be used extensively for practical demonstrations, hands-on simulations and radiograph evaluation.

RAD 113 CLINICAL EDUCATION 1 4 15 8

Prerequisites: RAD 112

Continuation of competency based clinical education. Students build skills by practicing procedures covered in RAD 101, 102, 111, and 112. Emphasis on critical thinking and radiation protection. The radiographic lab will be used extensively for practical demonstrations, hands-on simulations and radiographic evaluation. Regular sessions of film critiques.

			Class	Lab		Credit Hours
RAD	114	CLINICAL EDUCATION	1	4	15	8

Prerequisites: RAD 103, 113

Education in a clinical setting with emphasis on the preparation and use of contrast media, preparation of the patient for such studies and the performance of examinations of the digestive tract, biliary tract, and urinary tract using contrast media. Students gain experience in fluoroscopic procedures and also make radiographs of the abdominal and thoracic viscera with the use of contrast media. Soft tissue radiography (exclusive of mammography) and location of foreign bodies are touched upon. Regular film critique sessions. Opportunities for specialty rotations. The radiographic lab will be utilized for demonstrations, hands-on simulations and radiograph evaluations.

RAD	205	RADIOLOGIC TECHNOLOGY V	4	2	0	5

Prerequisites: RAD 104

Special radiographic procedures. Areas to be covered include foreign body localization, bronchography, pelvimetry, and vascular procedures. Emphasis directed toward all requirements necessary for performing these procedures, including equipment and methodology utilized.

RAD	206	RADIOGRAPHIC PATHOLOGY	3	0	0	3	
			•	~	•	Ŭ	

Prerequisites: BIO 108

Detailed study of various diseases with emphasis on those most commonly seen in the radiology department. Radiographic appearance of the disease and the effect on radiographic exposure required for accurate visualization will be dealt with in depth.

RAD	208	RADIOLOGIC TECHNOLOGY VI	6	Ω	0	G	

Prerequisites: RAD 217

Integration of radiographic principles/procedures taught during previous quarters with ARRT content specifications. Emphasis on test-taking skills and critical thinking/sitnational problem solving techniques

	or prov	stom sorving recirriques.					
RAD	211	RADIOLOGIC PHYSICS	0	0	0	4	

Prerequisites: MAT 101

A course covering the basic physics principles applicable to radiology. Topics include xray production/interactions, equipment and trouble shooting, systems of measurement, work, energy, power, wave motion, electromagnetic spectrum

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RAD	215	CLINICAL	EDUCA	TION		4	0	19	10	

0

18

10

Prerequisites: RAD 114

Class Lab Shop Hours

18

Continuation of competency-based clinical education. Student will be responsible for the basic radiographic procedures covered during the first year. Emphasis on improvement of skills through practical experience. Regular film critique sessions.

RAD 216 CLINICAL EDUCATION

3 0

9

8

Prerequisites: RAD 215

Continuation of competency based clinical education. Emphasis placed on ability to assist and perform procedures studied in RAD 205. Students build on skills in clinical areas. Regular film critique sessions. The opportunity for rotations through specialized imaging modalities.

RAD 217 CLINICAL EDUCATION

2 0 18

Prerequisites: RAD 216

Continuation of competency based clinical education. Demonstrate proficiency in basic radiograhic procedures. Emphasis on rotation through specialty imaging modalities. Regular film critique sessions.

RAD 218 CLINICAL EDUCATION

0 18 7

1

3

Prerequisites: RAD 217

Completion of competency based clnical education. Regular film critique sessions.

RAD 221 RADIATION ONCOLOGY I

0 0 3

Prerequisites:

Corequisites: RAD 230

Orientation to radiation oncology and associated medical terminology. Special emphasis is given to the ethical and legal implications of radiation oncology.

RAD 222 RADIATION ONCOLOGY II

0 0

3

Prerequisites: RAD 221

A survey of treatment modalities. Includes rationale of treatment plans. Methods of patient contouring and immobilization are studied and practiced.

RAD 223 RADIATION ONCOLOGY III

3 0 0 3

Prerequisites: RAD 222

An advanced study of present and future treatment modalities, with emphasis on hyperthermia. Quality assurance procedures are studied and practiced.

RAD 224 RADIATION PHYSICS I

3 0 0 3

Prerequisites: RAD 211

Fundamental concepts of radiation therapy physics. Includes the structure of matter, nuclear transformations, x-ray production, and clinical radiation therapy generators.

RAD 225 RADIATION PHYSICS II

3 2

0 4

Prerequisites: RAD 224

Continuation of RAD 224. Covers interactions of x-rays and gamma rays, measurement of ionizing radiation, and measurement of absorbed dose. Laboratory work provides skills in the use of various radiation measurement devices.

RAD 226 RADIATION PHYSICS III

3 2 0 4

Prerequisites: RAD 225

An advanced study of radiation therapy physics. Emphasis is given to the physics dosimetric calculations. Laboratory sessions include external beam and brachytherapy calculations.

RAD 227 ONCOLOGICAL PATHOLOGY

0 0 1

1

2

0

Prerequisites:

Corequisites: RAD 221, 230

An introduction to the concepts of disease. Emphasis is given to the etiology, growth, and behavior of neoplastic diseases. Clinical staging is introduced.

RAD 228 CLINICAL ONCOLOGY I

0 2

Prerequisites: RAD 227

The study of malignant diseases within anatomical systems. Etiology, histology, staging and grading, treatment modalities, and prognosis are discussed for various malignancies and body locations.

RAD 229 CLINICAL ONCOLOGY II

0 0 2

Prerequisites: RAD 228

A continuation of RAD 228. Methods of treatment significant to various malignancies and anatomical systems are discussed.

RAD 230 RADIATION ONCOLOGY PATIENT CARE

 $2 \quad 0 \quad 0 \quad 2$ 

Prerequisites:

Corequisites: RAD 221, 227

Provides the student with the basic concepts of patient care. Includes physical and psychological considerations for the radiation oncology patient.

			Class	Lab	Clin/ Shop	Credit Hours		
RAD	231	RADIATION THERAPY PRACTICUM I	0	0	15	5		
Prerec	luisites			Ü	10	0		
		RAD 221, 227, 230						
proced	Introduces students to the clinical aspects of the radiation therapy department. Basic procedures are observed and the student is presented with first patient care and treatment responsibilities.							
RAD	232	RADIATION THERAPY PRACTICUM II	. 0	0	18	6		
Prereg	uisites	: RAD 231						
		lls are developed within the clinical setti tine procedures are performed under sup			nd prec	ision are		
RAD	233	RADIATION THERAPY PRACTICUM III	0	0	21	7		
Prereq	uisites	: RAD 232						
		placed on refining of the students' tech t needs. Routine procedures are performe				nition of		
RAD	234	RADIATION THERAPY PRACTICUM IV	0	0	36	12		
Prereq	uisites	: RAD 233						
		ependent performance levels in the stude minimal supervision.	nt. Rout	ine pro	cedures	are per-		
RAD	235	TREATMENT PLANNING	2	0	0	2		
		: RAD 225 RAD 226						
A study	y of clir nanual	nical dosimetry and basic treatment planni and computer-assisted treatment plannin	ng. Labo ig experi	ratory ence.	session	s provide		
RAD	241	INTRODUCTION TO ULTRASOUND	6	0	0	6		
Prereq	uisites	:						
		to principles of ultrasound instrumenta niques.	tion, me	odes of	f operat	ion, and		
RAD	242	ULTRASOUND PHYSICS	5	0	0	5		
Prereq	uisites	: MAT 101, RAD 241						

		Clin/	Credit
Class	Lab	Shop	Hours

Acoustic physics including interactions between ultrasound and tissue, and continuation of principles and instrumentations. Current knowledge of biological effects. Laboratory exercises.

RAD 243 CLINICAL EDUCATION 2 0

0 21

Prerequisites:

Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions.

RAD 244 CLINICAL EDUCATION

0 21 9

Prerequisites: RAD 243

Active participation in imaging, processing, and technically evaluatingsonographic examinations. Regularly scheduled critique sessions.

RAD 245 CLINICAL EDUCATION

2 0 21 9

Prerequisites: RAD 244

Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions. Opportunity for emergency sonography.

RAD 246 CLINICAL EDUCATION

4 2 21 12

Prerequisites: RAD 245

Active participation in imaging, processing, and technically evaluating sonographic examinations. Regularly scheduled critique sessions. Opportunity for emergency sonography.

RAD 247 INSTRUMENTATION AND PRINCIPLES OF OR CYN

PRINCIPLES OF OB-GYN

SONOGRAPHY 6 0 0 6

Prerequisites: RAD 241

Review of obstetrical/gynocological anatomy and physiology with emphasis on sono-graphic appearance in cross-section and related pathology. Concentration on integration of patient history and related laboratory tests, etc., to sonographic findings.

RAD 248 INSTRUMENTATION AND PRINCIPLES FOR

ECHOCARDIOGRAPHY

6 0 0 6

Prerequisites: RAD 241

Review of cardiographic anatomy and physiology with emphasis on sonographic appearance in cross-section and related pathology. Concentration on integration of patient history and related laboratory tests, etc., to sonographic findings.

RAD 249 INSTRUMENTATION AND PRINCIPLES OF ABDOMINAL SONOGRAPHY

0 0 6

Prerequisites: RAD 241

Review of abdominal anatomy and physiology with emphasis on sonographic appearance in cross-section and related pathology. Concentration on integration of patient history and related laboratory tests, etc., to sonographic findings.

RAD 251 INTRODUCTION TO SPECIAL IMAGING

4 0 0 4

Prerequisites:

Corequisites: RAD 255, 256

An introduction to special imaging including vascular/interventional, cardiovascular/interventional, magnetic resonance imaging, and computerized tomography procedures and equipment. Emphasis on basic procedures as to indication and contraindication of the examination and the equipment used during the examination such as automatic film changers, automatic pressure injectors, cine camera, and image intensifiers.

RAD 252 VASCULAR & CARDIOVASCULAR INTERVENTIONAL PROCEDURES

0 0

Prerequisites: RAD 251

Review of anatomy and physiology of the peripheral vascular and cardiovascular system with emphasis on pathology visualized on specific examinations. Study of physics of the equipment utilized in imaging. Study of procedures such as aortograms, venograms and coronary arteriograms with intervention for specific disease processes.

RAD 253 CT AND MRI PROCEDURES

4 0 5

Prerequisites: RAD 253, 257, 261 Corequisites: RAD 258, 262

Review of cross-sectional anatomy and pathology seen on computerized tomography and magnetic resonance imaging procedures. Study of basic physics and components of computerized tomography and magnetic resonance imaging equipment. Comparison of computerized tomography and magnetic resonance imaging for diagnosis of various pathologies.

RAD 254 PATIENT CARE & PROCEDURES

0 5

Prerequisites:

Corequisites: RAD 251

Class Lab Shop Hours

Care of the patient during special imaging procedures including emergency situations. Identification of psychological and emotional status of the patient and emotional support to assist the patient. Explanation of consent form and legal implications. Identification of life threatening conditions. Practice scrubbing, gowning, maintaining sterile field, and monitoring ECG and blood pressures.

RAD 255 CLINICAL EDUCATION

0 6 2

Prerequisites:

Corequisites: RAD 251, 259

The student will be introduced to advanced darkroom techniques, operation of advanced imaging equipment such as pressure injectors, catheters, sterile trays, and associated accessory equipment in the specialized imaging areas. Regularly scheduled critique sessions for student to present cases.

RAD 256 CLINICAL EDUCATION

0 0 6 2

Prerequisites: RAD 251, 255, 259 Corequisites: RAD 252, 260

The student will gain experience with specialized equipment emphasizing the safety and precautions related to each individual modality. The student will assist during procedures to include patient positioning, selection of acceptable exposure factors and filming sequence, and selection and preparation of contrast media for injection. Regularly scheduled critique session for student to present cases.

RAD 257 CLINICAL EDUCATION

0 0 36 12

Prerequisites: RAD 252, 256, 260 Corequisites: RAD 253, 261

The student will continue to gain experience with specialized equipment emphasizing interventional equipment use. The student will select and test balloon catheters for the procedure, position patient for pre- and post-interventional films to show specific anatomy, and assist physician during the procedure. Regularly scheduled critique sessions for student to present cases.

RAD 258 CLINICAL EDUCATION

0 0 36 12

Prerequisites: RAD 253, 257, 261 Corequisites: RAD 254, 262

The student will function in an independent manner in performing procedures in the assigned areas of rotation with emphasis on technical evaluation of cardiovascular, vascular, magnetic resonance imaging, and computerized tomography examinations. Regularly scheduled critique sessions for student to present cases.

RAD 259 PHARMACOLOGY FOR

RADIOGRAPHERS 3 0 0 3

Prerequisites: RAD 251

Corequisites: RAD 256

Identification of contrast media used for special imaging procedures. Study of chemical and physical characteristics that make a given contrast media most useful for a specific procedure and the dosage used for each procedure. Description of reactions of contrast media on and the physiologic response of body systems.

RAD 260 **QUALITY ASSURANCE**  0 3

Prerequisites: RAD 253 Corequisites: RAD 257

Development of management procedures to ensure equipment and processor contrast for maximum radiographic quality. Study of tests to determine safety and operability of special imaging equipment. Review of radiation protection procedures for patient and personnel during procedures and biological effects.

RAD 271 NUCLEAR MEDICINE

TECHNOLOGY I 3 2 0

Prerequisites: CHM 110, BIO 108, MAT 101, RAD 103

Nuclear medicine terminology and routine procedures. Study of indications and contraindications of nuclear medicine procedures, including integration of patient history and communication skills. Completion of IV certification.

RAD 272 NUCLEAR MEDICINE TECHNOLOGY II

Prerequisites: RAD 271

Instrumentation and principles of nuclear medicine technology, including in vivo procedures relating to specific body systems and in vitro procedures/analysis. Study of function and applications of nuclear medicine equipment.

RAD 273 NUCLEAR MEDICINE

TECHNOLOGY III

2 0 0

Prerequisites: RAD 272

Continuation of nuclear medicine instrumentation and principles. Emphasis on principles of SPECT imaging techniques. Study of computer applications to nuclear medicine technology. Also, concentration on administrative procedures related to inventory control, patient dosages, and quality control mechanisms.

RAD 274 NUCLEAR MEDICINE TECHNOLOGY IV

3 0 0 3

Prerequisites: RAD 273

Study of quality assurance and related safety procedures, including federal and state guidelines. Study of basic instrumentation and principles of PET.

			Class	Lab		Credit Hours
RAD	275	NUCLEAR PHARMACOLOGY	2	2	0	3

Prerequisites: CHM 110, MAT 114

Principles of radiopharmacy, including a review of related chemistry and mathematics, operation of the "hot lab", quality control and related clinical procedures. Study of therapeutic dosages and applications.

RAD 276 NUCLEAR MEDICINE PHYSICS 2 0 0 2

Prerequisites: RAD 224

Principles of radioactive decay, interactions of radiation, radiation dosage calculations and measurements. Emphasis on regulations and techniques for effective radiation protection.

RAD 277 NUCLEAR MEDICINE PRACTICUM I 1 0 15 6

Prerequisites: RAD 113

Participation in nuclear medicine procedures in the clinical setting, specifically basic imaging and procession of film. Emphasis on patient positioning, communication skills, and the health care team. Regularly scheduled case presentations.

RAD 278 NUCLEAR MEDICINE PRACTICUM II 1 0 15 6

Prerequisites: RAD 277

Continuation of practical experience in the clinical area. Advanced competencies related to use of equipment and related patient care will be assessed. Direct involvement in radiopharmacy. Radiation safety will be emphasized. Regularly scheduled case presentations.

RAD 279 NUCLEAR MEDICINE PRACTICUM III 1 0 30 11

Prerequisites: RAD 278

Continuation of clinical competencies, specifically the advanced areas of computer applications and radiopharmacy procedures. Regularly scheduled case presentations.

RAD 280 NUCLEAR MEDICINE PRACTICUM IV 1 0 30 11

Prerequisites: RAD 279

Completion of clinical competencies and integrating didactic skills to practical applications in the clinical setting. Final case presentations.

			Class	Lab	Clin/ Shop	Credit Hours		
RECH	REATIO	ON & HEALTH EDUCATION						
REC	202	INTRODUCTION TO RECREATION SERVICES	2	0	0	2		
Prerec	quisites	:						
This course is designed to introduce the student to the historical and philosophical foundations of leisure and recreation. The student will develop concepts concerning recreation, the meaning of leisure and recreation, the socioeconomic movements which have affected the growth and development of recreation, the economic importance of recreation, the social institutions providing recreation services, and the types of areas and facilities used in recreation. The student will also spend two hours a week doing practical work in an appropriate setting to meet the laboratory requirement.								
REAL	DING							
RED	-091	READING DEVELOPMENT	5	0	0	5		
Prerec	quisites	:						
Individe studer		d course designed to review the reading t	fundame	entals a	as neede	ed by the		
RED	093	READING DEVELOPMENT	3	0	0	3		
Prerec	quisites	RED 091 or equivalent placement score						
Individue readin	dualized g neces	d course designed to increase reading effects in the individual's curriculum.	ficiency,	with 6	emphasi	is on the		
RED	094	READING DEVELOPMENT	3	0	0	3		
Prerec	quisites	RED 093 or equivalent placement score						
Individ		d course designed to promote the student	's readir	ng voca	bulary a	and com-		
RED	095	READING DEVELOPMENT	3	0	0	3		
Prerec	quisites:	RED 094 or equivalent placement score						
and 1	1.9 grad	l course designed for the student with r de equivalent levels. The student's read udy is designed according to the diagnosi	ing skill	skills b ls are o	etween diagnose	the 10.0 ed and a		
RED	105	EFFECTIVE READING	3	0	0	3		
Prerec	quisites:	Permission of instructor or completion of	of curric	ulum r	eading			

Individualized course for students wishing to improve their reading efficiency. Areas of concentration will be selected, based on each student's needs, from rate, vocabulary, comprehension, and reading-study skills in specific subject areas.

RED 1101 READING IMPROVEMENT

 $0 \quad 0 \quad 2$ 

Prerequisites:

Individualized course designed to improve student's reading skills through use of various materials.

#### RELIGION

REL 151 INTRODUCTION TO RELIGION

5 0 0 5

Prerequisites: RED 094 or equivalent placement score

Survey of the history of the major religions of the world: Judaism, Zoroastrian religion, Christianity, Islam, Hinduism, Buddhism, Sikkhism, Jainism, Confucianism, Taoism, and Shinto.

REL 160 INTRODUCTION TO OLD TESTAMENT LITERATURE

5 0 0 5

Prerequisites: RED 094 or equivalent placement score

Study of the Old Testament, with consideration of relevant cultures, history, and major personalities.

REL 161 INTRODUCTION TO NEW TESTAMENT

5 0 0

5

Prerequisites: RED 094 or equivalent placement score

Study of the New Testament, focusing on the major teachings of Jesus, the major teaching of the apostle Paul, and the later writings. Special attention paid to the various books' similarities and dissimilarities; to the historical, cultural, and religious background; and to the compilation of the New Testament.

#### REAL ESTATE

RLS 101 FUNDAMENTALS OF REAL ESTATE: SALESMAN

6 0 0 6

Prerequisites:

This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and

taxation. Also included is instruction on residential building construction, land use, the real estate market and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.

RLS 102 FUNDAMENTALS OF REAL ESTATE:

3 0 0

Prerequisites: RLS 101 Corequisites: RLS 103

This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N.C. Real Estate License Law, Rules/Regulations of the N.C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines."

RLS 103 FUNDAMENTALS OF REAL ESTATE: FINANCE

3 0 0 3

Prerequisites: RLS 101 Corequisites: RLS 102

This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate transactions, and finance mathematics.

RLS 104 FUNDAMENTALS OF REAL ESTATE:

BROKER 3 0 0

Prerequisites: RLS 101

Consists of advanced-level instruction with emphasis on real estate brokerage.

RESPIRATORY CARE

RSP 101 RESPIRATORY CARE I 3 2 0

Prerequisites: Program Admission

Corequisites: BIO 107; SAF 111; MAT 101

A study of professional ethics, professional organizations, and the history of respiratory care. Covers the physical properties of gas and piping systems and gas storage, safety standards, and regulation of pressure and flow. Also introduces the student to medical terminology.

3

Clin/

Credit

Prerequisites: RSP 101

Corequisites: BIO 108; CHM 105; RSP 103

Covers the theory of and techniques for administration of oxygen and aerosol oxygen therapy. Includes the properties and production of therapeutic vapor and aerosols, oxygen devices, analyzers, blenders, artificial airways, and manual ventilation equipment. Students will demonstrate and practice with this equipment during laboratory periods.

RSP 103 CLINICAL PRACTICE I 0 0 6 2

Prerequisites: RSP 101 Corequisites: RSP 102

Introduces students to the clinical affiliate hospitals. Introduces the basic organization and operation of respiratory care services and the physical facilities of the clinical affiliates. Also provides an introduction to the basic aspects of patient care in the hospital environment with the opportunity to observe patient care and practice prepatient contact skills.

RSP 104 CARDIOPULMONARY ANATOMY & PHYSIOLOGY 3 0 0 3

Prerequisites: RSP 102 Corequisites: RSP 105, 106

An advanced study of anatomy and physiology of the respiratory and circulatory systems. Emphasis on the interrelationship of structure and function, including mechanics of respiration, ventilation, tissue metabolism, oxygen transport and carbon dioxide elimination.

RSP 105 PHARMACOLOGY 3 0 0 3

Prerequisites: RSP 102 Corequisites: RSP 104, 106

Presents the student with those medications commonly used for testing cardiopulmonary diseases and providing respiratory care. Presents an indepth approach, stressing those medications which effect the nervous, cardiovascular, respiratory, and excretory systems. Covers correct medication usage, administration, and legalities.

RSP 106 CLINICAL PRACTICE II 0 0 15 5

Prerequisites: RSP 102 Corequisites: RSP 104, 105

Presents the first student responsibility for patient care. Includes student evaluation for competence in application of basic therapeutic modalities. Also includes in this evaluation process tasks covering patient reporting, medical record documentation, patient assessment, and equipment decontamination.

RSP 107 ACID BASE CHEMISTRY 3 0 0 3

Prerequisites: RSP 106

Corequisites: RSP 108, 109, 110

A specialized course designed to provide in-depth study of acid base regulation, blood gas values, ABG clinical interpretation, and fluid-electrolyte balance.

RSP 108 CONTINUOUS MECHANICAL VENTILATION I 3 2 0 4

Prerequisites: RSP 106

Corequisites: RSP 107, 109, 110

Introduces the student to ventilators and monitoring devices. Stresses procedures and techniques, indications and contra-indications, and classification and function of these devices. Laboratory periods include student skills evaluation for assembly, calibration, and functional use of these devices.

RSP 109 CLINICAL PRACTICE III 0 0 15 5

Prerequisites: RSP 106

Corequisites: RSP 107, 108, 110

Introduces students to patients requiring mechanical ventilatory support and intensive respiratory care. Presents practice and evaluation of clinical skills required for implementing continuous ventilation, ventilator monitoring, weaning, patient airway maintenance, and arterial blood gas sample collection at the hospital clinical affiliates.

RSP 110 PATHOLOGY 4 0 0 4

Prerequisites: RSP 106

Corequisites: RSP 107, 108, 109

A study of the etiology and pathogenesis of cardiovascular and respiratory diseases. Presents clinical signs and symptoms along with diagnosis and complications.

RSP 111 DIAGNOSTIC & THERAPEUTIC PROCEDURES 2 2 0 3

Prerequisites: RSP 102, 103 Corequisites: RSP 104, 105, 106

Introduces the student to clinical pulmonary assessment and diagnostic procedures. Also presents therapeutic treatment modalities and procedures.

RSP 201 CONTINUOUS MECHANICAL VENTILIATION II 2 2 0 3

Prerequisites: RSP 108

Corequisites: BIO 206; RSP 202, 203

A continuation of procedures and theory relating to mechanical ventilation emphasizing interpretation and application of physiological monitoring, weaning, and arterial blood gas.

RSP 202 CLINICAL PRACTICE IV

0 0 18 6

Prerequisites: RSP 109

Corequisites: BIO 206; RSP 201, 203

Refines the student's mastery of those skills and techniques critical to acute patient care as introduced in RSP 109. Also involves the student with pediatric and neonatal therapy including rotations through general and intensive care units.

RSP 203 PERINATOLOGY & PEDIATRICS

 $2 \qquad 2 \qquad 0 \qquad 3$ 

Prerequisites: RSP 110

Corequisites: BIO 206; RSP 201, 202

Introduces the student to pediatric and neonatal respiratory care skills, techniques and procedures, and equipment. Emphasis on embryologic development and the treatment required by premature infants.

RSP 204 PEDIATRIC PATHOPHYSIOLOGY

3 0 0 3

Prerequisites: RSP 203 Corequisites: RSP 205, 206

A study of genetic, iatrogenic, and disease induced pathology as seen in both the neonatal and pediatric patients. Covers treatment and prognosis.

RSP 205 CARDIOPULMONARY FUNCTION

3 2 0

Prerequisites: RSP 202 Corequisites: RSP 204, 206

Presents student with a study of techniques and procedures for pulmonary and cardiovascular function testing. Laboratory periods require students to examine and demonstrate the clinical equipment used for these diagnostic procedures.

RSP 206 CLINICAL PRACTICE V

0 0 15 5

Prerequisites: RSP 202 Corequisites: RSP 204, 205

Introduces the practice and application of pulmonary and cardiovascular function testing in the clinical affiliate specialty laboratory. Also continues and refines those neonatal/pediatric respiratory therapy skills presented in RSP 202.

RSP 207 CLINICAL PRACTICE VI

0 0 24 8

Prerequisites: RSP 206 Corequisites: RSP 208

Class Lab Shop Hours

A clinical rotation course designed to augment transition from the student role to the role of a therapist practicing in the work environment. Although the students remain under clinic supervision, they will be expected to function in an independent manner while carrying a case load equivalent to that of the working environment. Additionally, as it is possible, offers specialty rotations in clinical areas including: physical therapy, out-patient clinics, management and supervision, and education.

RSP 208 SEMINAR

3 0 0 3

Prerequisites: RSP 206

Corequisites: ENG 204, RSP 207

Introduces styles of respiratory care management and departmental structure. Additionally, reviews the legal aspects associated with patient care and instructor level education in cardiopulmonary resuscitation. Students will receive an introduction to microcomputers, and clinical simulation exams.

#### SAFETY

SAF 110 FIRST AID & SAFETY MEASURES 2 2 0 3

## Prerequisites:

This course is designed to enable the student to respond to medical emergencies, hazardous materials and situations they are likely to encounter. This course will provide the student with the basic knowledge to recognize medical emergencies, hazardous materials and to render basic first aid to sustain life, reduce suffering and prevent further serious complications by the use of prompt, effective measures until effective medical care is available. The student will be able to recognize hazardous materials and situations such as chemical, electrical, bombs and other explosives and the safety precautions in approaching such situations, as well as first aid and decontamination procecures should exposure or injury occur.

SAF 111 CARDIOPULMONARY RESUSCITATION

0 0 1

1

#### Prerequisites:

Designed to qualify students to receive basic rescuer certification. Provides skills in one and two rescuer CPR, infant CPR, and conscious and unconscious airway obstruction in the adult and child.

#### SOCIOLOGY

SOC 100 JOB SEARCH & CAREER PLANNING 3 0 0 3

## Prerequisites:

Explores career areas indicating required academic preparation and related job information. Includes interpretation and analysis of self-assessment, values clarification,

skills identification and transferability, principles of decision-making and application. Research career fields requiring use of career information center and interviews with persons in career fields which interest the student.

SOC 102 PRINCIPLES OF SOCIOLOGY

3 0

3

5

5

3

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## Prerequisites:

Study of the principles of sociology; attempts to provide an understanding of culture, collective behavior, community life, social institutions, and social change. Presents the scientific study of human behavior in relation with others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior.

SOC 103 SOCIAL PROBLEMS

3 0 0 3

## Prerequisites:

A study of the social problems prevalent in contemporary society with emphasis on the nature of, origins of, and solutions to these problems.

SOC 151 SOCIOLOGY

5 0 0

Prerequisites: Specified score on Reading Skills test or RED 094

Nature, concepts, and principles of sociology. Presents the scientific study of human behavior in relation to others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior. Special attention paid to modern industrial societies in general and American society in particular. Includes society, culture, socialization, groups, institutions and organizations, the class system, social change, and social processes.

SOC 160 COURTSHIP AND MARRIAGE

5 0 0

## Prerequisites:

A course which introduces students to critical thinking and empirical knowledge relative to affectional involvement, the family, and the roles and relationships associated with each.

SOC 201 MARRIAGE & THE FAMILY

3 0 0

### Prerequisites:

Study of courtship, engagement, marriage, parenthood, and family living in contemporary American society. Emphasis is placed on social, economic, sexual, and legal aspects of family living and the adjustment of individuals to their respective roles in the family.

SOC 221 FAMILY

3 0 0 3

Prerequisites:

Explore the interaction that takes place within and between the child, family, and society as they contribute to socialization.

SOC 270 MODERN SOCIAL PROBLEMS

5 0 0 5

Prerequisites: SOC 151 or permission of instructor

An in-depth study of current social problems in American society. Emphasis to be placed not only on the nature, extent, causes, and consequences of these problems but also the proposed solutions or means of limiting these problems.

#### SPANISH

SPA 101 SPANISH FOR CRIMINAL JUSTICE 5 0 0 5

## Prerequisite:

A beginning course in Spanish as a foreign language. Emphasized acquisition of basic listening, speaking, reading, and writing skills and improved awareness of Hispanic culture, with special emphasis on the terms and the vocabulary used in law enforcement and corrections.

SPA 151 ELEMENTARY SPANISH I

5 0 0 5

Prerequisites: RED 094, or appropriate placement on the Reading Skills test

Introduces the student to the spanish language, stressing the development of the four language skills: listening, speaking, reading, and writing. Special emphasis placed on aural comprehension and oral communication since these skills form the base for reading and writing. Introduces Hispanic culture.

SPA 152 ELEMENTARY SPANISH II

5 0 0

Prerequisites: SPA 151 or equivalent

Continuation of SPA 151, stressing further development of the four language skills: listening, speaking, reading, writing. Development of communicative competence.

#### SPEECH

SPH 151 VOICE & DICTION

3 0 0 3

Prerequisites: RED 094 or equivalent placement score

Improvement of articulation and pronunciation through drills, readings, and the delivery of simple speeches.

5

	Class	Lab	Clin/ Shop	Credit Hours					
SPH 160 PUBLIC SPEAKING	3	0	0	3					
Prerequisites: RED 094 or equivalent placement score									
Composition, preparation, and presentation of speeches for all occasions.									
LAND AND CONSTRUCTION SURVEYING									
SRV 101 SURVEYING	2	0	6	4					
Prerequisites: ARC 107; MAT 102									
Study of the theory and practice of plane surveying, in profile leveling, cross sections, earthwork computations surveys. Layout of footings, floor levels, site work, a solving using computer data.	s, transit	stadia,	and tra	ınsit tape					
SRV 102 SURVEYING	2	0	6	4					
Prerequisites:									
Triangulation of ordinary precision, use of plane table land surveying, topographic surveys, and mapping are	let, calcu e included	lation d in thi	of areas	of land, e.					
SRV 103 SURVEYING	2	0	6	4					
Prerequisites:									
Includes a study of route surveys by ground and aeri reverse, parabolic, and spiral curves; geometric design veys and plans, including mass diagrams.	ial metho of highy	ods; sir ways; a	nple, co nd high	mpound, way sur-					
SRV 110 SURVEYOR PRACTICES	1	0	0	1					
Prerequisites:									
Study of the legal principles of surveys and resurveys, interpretation of deed descriptions. Legal, judicial, and veying also studied.	including d historic	g boun cal asp	dary cor ects of l	ntrol and land sur-					
SRV 204 SURVEYING	2	0	6	4					
Prerequisites:									
Study of aerial photogrammetry, applications of aerial struction, surveying, lines and grades for foundation bridge layout, and sewer and pipe line surveys.	surveys, layout,	buildi buildi	ng and i	road con- truction,					

			Class	Lab	Shop	Hours
SOCI	IAL SO	CIENCE				
SSC	101	INTRO TO SOCIAL SCIENCES	3	0	0	3

## Prerequisites:

Integrated course in the social sciences, drawing from the fields of sociology, psychology, economics, and political science, introducing the student to the methods of social science and to the basic concepts used by social scientists to explain the functioning of the human world.

## WELDING WLD 120 OXYACETYLENE WELDING 3 3

## Prerequisites:

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of units. Welding procedures such as practice in puddling and carrying the puddle, running flat beads; butt welding in the flat, vertical, and overhead position; brazing; and hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and

equipment. Students perform mechanical testing and inspection to dete	
of the welds.	

0

6

4

# Prerequisites:

WLD 121

Operation of AC transformers and DC motor generator arc welding units. Studies made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions, and test them in order to detect weaknesses in welding. Safety procedures are emphasized through the course in the use of tools and equipment.

WLD	122	COMMERCIAL & INDUSTRIAL				
		PRACTICE	2	0	3	3

Prerequisites: WLD 120, 121

ARC WELDING

Designed to build skills through practice in simulated and actual industrial processes and techniques. Sketching and layout on paper of the size and shape description, listing the steps necessary to build the product, estimating time and material, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and non-destructive tests and inspection.

Clin/ Credit

	Class	Lab	Clin/ Shop	Credit Hours			
WLD 1102 BASIC GAS WELDING	0	0	3	1			
Prerequisites:							
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame cutting methods applicable to mechanical repair work.							
WLD 1103 BASIC ARC WELDING	0	0	3	1			

## Prerequisites:

Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various

positio	ons. Car	e and maintenance	of the arc	welder a	are applied	in this	course.		
WLD	1104	BEGINNING WEI	LDING I		2	0	3	3	

## Prerequisites:

Introduction to the history of oxacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment and assembly of unit. The operations of various AC transformers AC and DC rectifiers and DC motor generator are welding

units a	are intr	oduced. Basic equivalent to	welding p	procedures	,		,			_
WLD	1105	BEGINNING	3 WELDII	NG II		1	0	6	3	

Prerequisites: WLD 1104

Continues the nomenclature and safe use of welding equipment and supplies. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead positions. WLD 1104, 1105 and 1106

series	ıs equi	valent to WLD 1141.					
WLD	1106	BEGINNING WELDING III	2	0	6	4	

Prerequisites: WLD 1105

WLD 1107 INTERMEDIATE WELDING I

Continues all the topics introduced in WLD 1104 and WLD 1105. Straight line cutting

skills are developed.	Safety is	stressed.	WLD	1104,	1105	and	1106	series	is equiva	lent
to WLD 1141.										

0

3

4

# Prerequisites:

A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing welds and the operation of AC transformer and

DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

WLD 1108 INTERMEDIATE WELDING II

1 0 6

Prerequisites: WLD 1107

Continues the topics introduced in WLD 1107. Demonstrated competence in running beads permits student to do butt and fillet welds in all positions for testing in order that the student may detect weaknesses in welding. Safety procedures are stressed. WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

WLD 1109 INTERMEDIATE WELDING III

1 0 6 3

Prerequisites:

Continues topics of WLD 1107 and WLD 1108. Closely supervised practice enables students to acquire competence for progressing to next course. The WLD 1107, 1108, and 1109 series is equivalent to WLD 1142.

WLD 1110 COMMERCIAL AND INDUSTRIAL PRACTICE I

1 0 6 3

Prerequisites: WLD 1109 or equivalent.

Designed to build skills through practice in simulated and actual industrial processes and techniques. Sketching and layout on paper of the size and shape description, listing the steps necessary to build the product and estimating time and material and then following these directions to build the product. WLD 1110 and 1111 series is equivalent to WLD 1122.

WLD 1111 COMMERCIAL AND INDUSTRIAL PRACTICE II

0 3 2

Prerequisites: WLD 1110 or equivalent

Continues processes begun in WLD 1110. Emphasis placed on maintenance, repairing worn or broken parts by special welding applications, and field welding and nondestructive tests and inspection. Safety is stressed. WLD 1110 and 1111 series is equivalent to WLD 1122.

WLD 1112 MECHANICAL TESTING & INSPECTION

1 0 3 2

Prerequisites: WLD 1141, 1142

Standard methods for mechanical testing of welds. Students are introduced to the various types of tests and testing procedures and perform the details of the test which give adequate information as to the quality of the weld. Types of tests covered are destructive and nondestructive.

			Class	Lab		Credit Hours
WLD	1113	PIPE WELDING I	1	0	6	3
Prerec	quisites	: WLD 1109				

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Section VIII and IX of the A.S.M.E. code. Safety is stressed. The WLD 1113 and 1114 series is equivalent to WLD 1124.

WLD	1114	PIPE WELDING II	2	0	6	4
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Prerequisites: WLD 1109

Continues all the processes introduced in WLD 1113. WLD 1113 and 1114 series is equivalent to WLD 1124.

WLD	1122	COMMERCIAL & INDUSTRIAL				
		PRACTICES	2	0	9	5

Prerequisites: WLD 1141, 1142

Designed to build skills through practices in simulated industrial processes and techniques; sketching and laying out on paper the size, shape, and description, listing the steps necessary to build the product; and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection.

WLD.	1110 ar	nd IIII are the equivalent of WLD 1122.					
WLD	1123	INERT GAS WELDING	3	0	12	7	

Prerequisites: WLD 1141, 1142

Introduction to and practical operations in inert-gas-shield arc welding. Study made of equipment, operation, safety, and practice in the various positions. Thorough study of topics such as principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding.

WLD	1124	PIPE WELDING	3	0	12	7
		1112 11222110	U	U	12	•

Prerequisites: WLD 1142

Practice in welding the various materials to meet certification standards. Students use various tests including the guided bend and the tensile strength tests to check the

		4 are the equivalent		in producing	quality	welds.	WLD
WLD	1125	CERTIFICATION	PRACTICES	3	0	6	5

Prerequisites: WLD 1123, 1124, 1141, 1142

Practice in welding the various materials to meet certification standards. Students use various tests including the guided bend and the tensile strength tests to check the

quality of work. Emphasis placed on attaining skill in producing quality welds. WLD 1138 and 1139 are the equivalent of WLD 1125.

WLD 1129 BASIC GAS & ELECTRIC WELDING 2 0 6 4

### Prerequisites:

Various processes used for joining materials by welding discussed. Lecture, demonstrations, and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents, and weldability of metals. Instruction is given in the set-up and safe operation of oxyacetylene and arc welding apparatus. Students prepare joints both by hand and by machine cutting with the oxyacetylene torch.

WLD 1138 CERTIFICATION PRACTICES I 2 0 3 3

Prerequisites: WLD 1111, 1112, 1113, 1114, 1123

Course involves practices in welding the various materials to meet certification standards. Student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skills in producing quality welds. WLD 1138, 1139 series is equivalent to WLD 1125.

WLD 1139 CERTIFICATION PRACTICES II 1 0 3 2

Prerequisites: WLD 1111, 1112, 1113, 1114, 1123, 1138

Continues the practices introduced in WLD 1138. Emphasis is placed on attaining skills in producing quality welds. WLD 1138 and 1139 are equivalent to WLD 1125.

WLD 1140 WELDING POWER SOURCES 3 0 3 4

#### Prerequisites:

This course provides instruction on the correct procedures for solving maintenance problems on different types of electromechanical welding equipment found in industry. Emphasis is placed on electrical theory and troubleshooting techniques.

WLD 1141 BEGINNING WELDING 5 0 15 10

### Prerequisites:

Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of unit. Operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle; running flat beads; butt welding in the flat, vertical and overhead positions; and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction. WLD 1104, 1105, and 1106 are equivalent to WLD 1141.

WLD 1142 INTERMEDIATE WELDING 5 0 15 10

Prerequisites:

Review of basic oxyacetylene cutting and welding; preparation of metals, types of joints, welding procedures, and testing of welds. Operation of AC transformers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After students are capable of running beads, they make butt and fillet welds in all positions and test them to detect weaknesses in welding. Safety procedures are emphasized throughout the course. WLD 1107, 1108, and 1109 are equivalent to WLD 1142.

WLD 1143 NON-DESTRUCTIVE TESTING & INSPECTION

0 6 4

Prerequisites:

This course will present major ways to locate flaws, defects, cracks, and discontinuances using non-destructive testing methods. Visual inspection, liquid dye penetrant testing, fluorescent dye penetrant testing, magnetic particle testing, ultrasonic testing, radiographic testing, stethoscope testing and holographic testing will be included.

WLD 1144 WELDING FABRICATION I

0 3 3

Prerequisites:

This is a basic course in metal fabrication. The course will provide instruction on the identification and use of basic hand tools and measuring instruments. Safety rules, regulations, and procedures will be covered. Basic proceures and processes on the use of the shear, iron worker, press brake, box and pan brake, and vertical and horizontal band saws will be introduced.

WLD 1145 WELDING FABRICATION II

0 6

Preequisites: WLD 1144

This course provides advanced work using the shear, iron worker, press brake and band saws. Class projects will be used to develop procedures in planning, machine operations, final welding assembly and inspection.

WLD 1147 PIPE AND TUBE WELDING

3 0 12

Prerequisites: WLD 1124, WLD 1125 or equivalent experience

This course is designed to provide practice in the welding of pressure piping and tubing in the horizontal, vertical, and horizontal-fixed positions using shielded metal arc and gas tungsten arc welding processes according to the ASME code.

WLD 1148 ADVANCED GAS SHIELDED ARC WELDING

2 0 6 4

Prerequisites:

This course includes extensive practice in the welding of different metals in all positions. Gas shielded arc welding processes are used. A study of the principles of operation, the nomenclature of machines, types of filler wires and shielding gases are covered.

WLD 1150 TECHNIQUES OF WELDING

2 0 3 3

## Prerequisites:

Study of principles of oxyacetylene and electrical welding, cutting, brazing, principles, procedures, safety precautions, and experience in using oxyacetylene and arc welding equipment; projects to develop skill in the use of equipment. Also includes a study of metals, rods, gases, and special electrical welding machinery.

WLD 1151 INERT GAS WELDING I

2 0 6

### Prerequisites:

Introduction to and practical operations in inert-gas-shield arc welding Mig and Tig. Emphasis is placed on the study of equipment, operation, safety and practice in the various positions. Emphasis is also placed on the study of shielded gases filler metal process variations and applications in gas tungsten arc welding and gas metal arc welding. WLD 1151 and WLD 1152 are equivalent to WLD 1123.

WLD 1152 INERT GAS WELDING II

0 6 3

## Prerequisites:

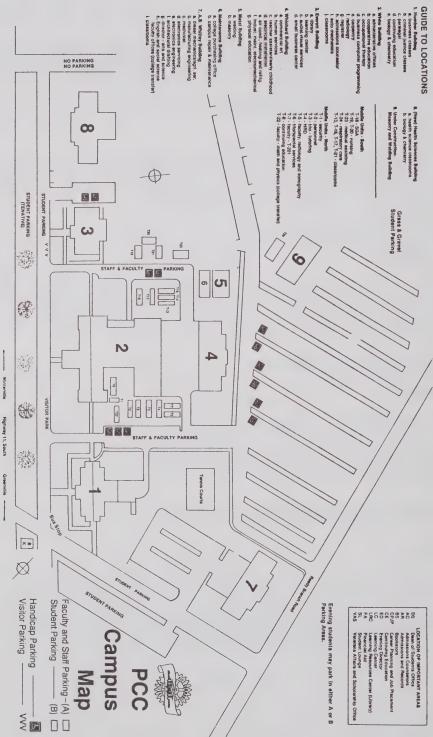
This course is designed to teach the operation and use of the gas shielded metal arc welding methods Tig/Mig. Emphasis is placed on the study of the equipment, its safety and operation demands, and practice in all welding positions. Upon completion, students will be able to set up and operate Tig and Mig welding machines and weld various size metal in all welding positions. WLD 1151 and WLD 1152 are equivalent to WLD 1123.

WLD 1153 AUTOMATED WELDING: THEORY & PRACTICE

3 0 3 4

## Prerequisites:

The student will become familiar with the use of robots and other automated machinery used for welding in modern manufacturing systems. Emphasis will be placed on the knowledge and skill requirements for setting up, programming, operating and monitoring automated welding equipment. Shop practice will include setting up and programming simulated and/or production quality automated welding equipment.



Highway 11, South

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**Pitt Community College** 

Is An Equal Opportunity/Affirmative Action Institution
And

It Is An Equal Opportunity/Affirmative Action Employer

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